

Statement of Deficiencies

1507.A.: Daily Attendance Records - Children

Not Met

1507.A.: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

Finding:

1507.A: Daily Attendance Records-Children: Based on observations/record review at approximately 9:00am: The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 59 children were present and 61 children were signed in on the log. Specialist brought it to S6's attention; S6 reported back that C1 and C2's mother signed them in on accident this morning when dropping off another sibling. The center also did not have Daily Attendance Records for after school children since the day school started in late August 2019 until current. S1 stated that she will meet with staff to go over the attendance records for the after school children to ensure the staff are completing them.

1515.A.1.: Child Records and Cumulative Files

Not Met

1515.A.1.: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
 - a. name of child, date of birth, sex, date of admission;
 - b. name of parents and the home address of both child and parents;
 - c. phone numbers where parents may be reached while child is in care;
 - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
 - e. name and telephone number of child's physician, if applicable;
 - f. name and telephone number of the child's dentist, if applicable;
 - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;
 - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

Finding:

1515.A.1. Based on record review/Interview at approximately 10:30am: C1's did not have a file that contain a Child's Information Form.

1515.A.2.: Emergency Medical Treatment

Not Met

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

Finding:

1515.A.2. Based on record review/interview at approximately 10:30am: C1 did not have a file that had a signed and dated parental authorization to secure emergency medical treatment.

1515.A.3.: Releasing of Children

Not Met

1515.A.3.: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

Finding:

1515.A.3. Based on record review/interview at approximately 10:30am: The provider did not have written authorization signed and dated by the parent for C1 noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

1515.B.: Consent to Release

Not Met

1515.B.: Consent to Release. The center shall obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one time written consent shall be obtained from the parent and updated as changes occur.

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Finding:

1515.B. Based on record review/interview at approximately 10:30am: The Provider did not obtain written, information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies for C1.
