

## Statement of Deficiencies

### 1507-B: Daily Attendance Records - Staff and Owners

Not Met

1507-B: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

#### Finding:

1507-B Based on record review: The center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by S5 being signed out of the center, but present in a classroom. S2's attendance log had been completed for the day when reviewed at 11:55am. S2 was signed out for lunch at 12:00pm, despite being present in the classroom at 11:50am. S2's attendance log also showed a return from lunch at 1:00pm and signed out for the day at 4:30pm.

### 1713-E&F: Supervision Participation

Not Met

1713-E&F:

E: While supervising a group of children, staff shall devote their time to supervising the children, meeting the needs of the children, and participating with them in their activities.

F: Staff duties that include cooking, housekeeping or administrative functions shall not interfere with the supervision of children.

#### Finding:

1713-E: Based on observations: While supervising a group of children, childcare staff did not devote their time to supervision of the children, meeting the needs of the children, and in participation with the children in their activities; S9 was observed viewing pictures on her cell phone while responsible for the supervision of 12 sleeping 3 year olds. S9 put away her cell phone as Specialist entered the room.

### 1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving; and

#### Finding:

1715-A.1.3. Based on record review: S7 did not have an application/staff information form to include hire date for staff: S12. No date of hire was listed anywhere in S12's personnel file. Specialist reviewed staff sign in sheets and was able to determine that S12's start date was 8/25/18.

### 1719-A.-B.: Orientation Training

Not Met

1719-A.-B.: Within seven calendar days of date of hire, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices,

Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention;

#### Finding:

1719-A.-B. Based on record review: S7 lacked documentation that 1 of 14 staff, S12, received orientation training within seven days of date of hire and additional orientation training within thirty days of date of hire. S12's date of hire was 8/25/18, and her orientation training form was blank when checked by Specialist on 10/18/18.