

## 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/interview(s) on 10/22/18, 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 on 10/04/18, S13 was signed in as present on the premise from 6:30 am to 10:47 am and then again from 2:00 pm to 4:18 pm. Based on interviews from S1 and S13 he was on the bus route from 7:20 am to 8:50 am and 2:00 pm to 3:55 pm, S1 did not have any additional attendance records to show that S13 was off the premise during those times. S1 states that during that time they were not documenting when staff left the premise for the bus route.

### 2103-D: Vehicle Staff

Not Met

2103-D: Vehicle Staff

1. When transporting children under age 4, the driver and one staff person shall be in each contracted or center provided vehicle at all times.
2. When transporting children age 4 and older, the driver plus one staff member shall be in each contracted or center provided vehicle at all times, unless the vehicle has a communication device which allows the driver to contact emergency personnel, in which case only the driver is needed.
3. At least one staff member on the vehicle and accessible to children shall have current certification in infant and child CPR.

#### Finding:

2103-D Based on record interview(s) on 10/22/18, S1 did not have the driver plus one staff in each vehicle when transporting any child under four years of age. C2 (DOB: 07/10/15, age 3 years), and C3 (DOB: 03/08/15, age 3 years), S1 stated that on 10/04/18, based on review of the daily attendance record from 10/04/18, S13 would have transported C2, and C3 from the center to school. S1 also stated that S7 rides with S13 when dropping off the children under age 4, however it was not documented on the daily transportation record dated 10/01/18-10/05/18.

### 2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### Finding:

2103-F Based on record review/interview(s) on 10/22/18, The Center's current Passenger transportation log provided to the center driver or attendant was incomplete as it did not include time children was placed on the vehicle and the time the children was released. Based on review of the passenger transportation log dated 10/01/18-10/05/18. S13 documented that he was present on the center's vehicle in the A.M. S1 also stated that S13 transported children during the A.M. Based on review of the logs S13 did not document any children being transported during the A.M. on 10/01/18, 10/04/18, and 10/05/18. Transportation logs dated 10/22/18-10/26/18, also failed to be complete as S1 stated that S13 did transport children during the A.M. on 10/22/18 S13 did not document the times each child entered and exited the vehicle.

S1 stated that on 10/04/18, based on review of the daily attendance record from 10/04/18, S13 would have transported C2, C3, C4, C8 and C11 from the center to school. S1 however was not about to provide a transportation record that included the names of these children. S1 stated that S13 should have written the names in as the transportation logs have not been updated to include these names.

## ***Statement of Deficiencies***

### **2107.A.1-2: Visual Check of Vehicle**

**Not Met**

2107.A.1-2: A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

1. A staff person shall physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the interior of the vehicle.
2. The staff member shall record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle.

#### **Finding:**

2107.A.1-2 Based on record review on 10/22/18, S1 did not have documentation that the driver or a staff person checked the vehicle at the completion of each trip as evidenced by transportation records dated 10/22/18-10/26/18 failed to include the time of the visual inspection and the signature of the staff completing the inspection.

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