

## ***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/observation at approximately 11:50 a.m., S1 failed to maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure as S1, S3, S4, S5, and S6, were not signed in.

Corrective Action Plan: Effective 10/27/2021, S1 stated she will set an alarm for 9:45 a.m. each day as a reminder to check the staff attendance records.

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### **1901.C.: End-of-Day Check**

**Not Met**

1901.C.: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

#### **Finding:**

1901.C. Based on record review at approximately 11:50 a.m., S1 failed to document that the entire center and play yard were checked after the last child departed to ensure that no child was left unattended at the center on the following dates: 8/6/2021 to 10/25/2021.

Corrective Action Plan: Effective 10/26/2021, S1 stated she will set an alarm each day at 5:15 p.m. to review the end-of-day check.

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