

## Statement of Deficiencies

### 1503.A.-C.: General Liability Insurance Policy

Not Met

1503.A.-C.: A. A center shall maintain in force at all times current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury.

B. A center is responsible for payment of medical expenses of a child injured while in the center's care.

C. Documentation of commercial liability insurance shall consist of the insurance policy or current binder that includes the name of the early learning center, physical address of the center, name of the insurance company, policy number, period of coverage and explanation of the coverage.

#### Finding:

1503.A.-C. Based on record review at 3:00pm on 10/27/20, S2 failed to have required documentation of current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury. Insurance expired on 10/7/20.

Corrective Action Plan: Effective 10/27/20, S2 will ensure the center has commercial liability insurance and have it on file to review.

### 1715.B.: Staff Records - Retention

Not Met

1715.B.: Staff records and personnel files shall be maintained for a minimum of three years from the date of termination of employment.

#### Finding:

1715.B. Based on record review at 3:15pm on 10/27/20, S2 failed to maintain Staff records and personnel files in the center for S1. S1 was not present in the center and stated she had her file with her at home according to S2.

Corrective Action Plan: Effective 10/27/20, S2 stated she will ensure S1 keep all files in the center.

### 1901.A.1.-3.: Telephones and Emergency Numbers

Not Met

1901.A.1.-3.: Telephones and Emergency Numbers

1. A working phone capable of incoming and outgoing calls shall be readily available at the center at all times. Cellular phones are not acceptable for this purpose.

2. When a center has multiple buildings and a phone is not located in each building where children are present, the center shall establish and follow written procedures for securing emergency help. The written procedures shall be posted in each building.

3. Centers located in schools and churches shall have a phone within the licensed area.

#### Finding:

1901.A.1.-3. Based on observations on 10/27/20 at 3:15pm, Center failed to have a functional, readily available telephone capable of incoming and outgoing calls at all times at the center.

Correction Action Plan: Effective 10/27/20, S2 stated she will have a working phone capable of incoming and outgoing calls readily available.