

Statement of Deficiencies

1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
 - a. name;
 - b. date of birth;
 - c. home address and phone number;
 - d. training,
 - e. work experience;
 - f. educational background;
 - g. hire date; and
 - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

Finding:

1715.A.1. Based on record review: At approximately 2:17pm, S1 failed to have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, first day on-site working with children for staff S3.

S1 stated she remembers having S3 complete an employment application, however is unable to locate it.

1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, 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.
- B. 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; and
 6. CPR and first aid, as applicable.

Finding:

1719. A. Based on record review: At approximately 2:17pm, S1 failed to have documentation that 2 of 4 staff, S2 and S3, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children.

1719.B. Based on record review: At approximately 2:17pm, S1 failed to have documentation that 2 of 4 staff, S2 and S3, received additional orientation within thirty days of date of hire.

Based on staff sign in records S2 and S3's first day working at the center was 9/9/2019.

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 2:23pm, S1 failed to have documentation that the entire center and play yard is checked after the last child departs to ensure that no child is left unattended at the center for 9/9/2019 - 10/28/2019.

S1 stated S2 and S4 normally close and do the visual checks to ensure children weren't left behind, however did not document it.