

## **Statement of Deficiencies**

### **7311-A.2: Reference Checks**

**Not Met**

7311-A.2: A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include documentation of three current, positive reference checks or telephone notes signed and dated. These references shall be obtained from persons not related to the employee.

**Finding:**

7311-A.2 Based on record review: Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for staff: S1-DOH: 10/1/13.

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### **7311-A.3: Job Descriptions**

**Not Met**

7311-A.3: A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include written job descriptions for every position at the center.

**Finding:**

7311-A.3 Based on record review: The Provider lacked a job description for every position at the center for staff: S1.

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### **7312-A: Orientation Training**

**Not Met**

7312-A: Within one week of employment and prior to having sole responsibility for a group of children, each staff member, including substitutes and foster grandparents, shall receive orientation training to include the following topics:

- center policies and practices including health and safety procedures;
- emergency and evacuation plan;
- supervision of children;
- discipline policy;
- job description;
- individual needs of the children enrolled;
- detecting and reporting child abuse and neglect;
- current Child Care Class "A" Minimum Licensing Standards; and
- confidentiality of information regarding children and their families.

This training shall be followed by four days of supervised work with children. Documentation shall consist of a statement/checklist in the staff record signed and dated by the staff person and director, attesting to having received such orientation training, and the dates of the supervised work with children.

**Finding:**

#7312-A Based on observations/record review:  
Provider lacked documentation that 1 of 6 staff, S1, received orientation within one week of employment and prior to having sole responsibility for a group of children.

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### **7323-A.3: Indoor - Room Capacity**

**Not Met**

7323-A.3: For indoor space, the number of children using a room shall be based on the 35 square feet per child requirement except for group activities such as film viewing, parties, dining and sleeping.

**Finding:**

7323-A.3 Based on observations: The number of children using a room was exceeded based on the 35 square feet per child requirement. Room #5 can accommodate 5 children and 6 1 year old children were present. Also, in Room #2 can accommodate 7 children and 8 2-3 year old children were present.

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