

Statement of Deficiencies

1507.A.: Daily Attendance Records - Children

Not Met

1507.A.: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

Finding:

1507.A.: Daily Attendance Records - Children: Based on record review: During a visit in the center at 9:30am, Specialist reviewed the child attendance records from 10/1/19-10/31/19, and the attendance log did not include the time of arrival two times, the departure time one time, and the first and last name of the person to whom the child was released to ten times.

1721.A.-C.: Continuing Education Training

Not Met

1721.A.-C.: A. Early learning centers shall provide opportunities for continuing education of staff members who are left alone with children, or who have supervisory or disciplinary authority over children.

1. Staff members of early learning centers, excluding foster grandparents, shall obtain a minimum of 12 clock hours of continuing education per center anniversary year.

B. Staff members of type I, type II and type III centers who are neither left alone with children, nor have supervisory or disciplinary authority over children, shall obtain a minimum of three clock hours of continuing education in job related topics per center's anniversary year.

C. Continuing education for all types of centers shall be conducted by trainers approved by the department. The department shall keep a registry of approved trainers.

Finding:

1721.A.-C.: Continuing Education Training: Based on record review: There was no documentation that the center staff of an early learning center, excluding Foster Grandparents, provided opportunities for staff members to obtain a minimum of 12 clock hours of training annually in the topics found in §1719(A) and (B). Copies of certificates of completion or attendance records were not maintained at the center and available for inspection by the department upon request as 1 of 6 staff did not have the required continuing education training. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR. Specialist completed a review of S3's staff file at 10:00am, and the record included documentation of 3 clock hours and 3 health and safety hours. S3 needed documentation of an additional 9 hours to have the minimum 12 clock hours.