

Statement of Deficiencies

1515.A.1: Child Records and Cumulative Files

Not Met

1515.A.1: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
 - a. name of child, date of birth, sex, date of admission;
 - b. name of parents and the home address of both child and parents;
 - c. phone numbers where parents may be reached while child is in care;
 - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
 - e. name and telephone number of child's physician, if applicable;
 - f. name and telephone number of the child's dentist, if applicable;
 - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;

Finding:

1515.A.1 Based on record review:
One, C1, child's records reviewed did not contain a Child's Information Form.

1515-A.2: Emergency Medical Treatment

Not Met

1515-A.2: Written authorization signed and dated by the parent to secure emergency medical treatment;

Finding:

1515-A.2 Based on record review: One, C1, Child's records lacked a signed and dated parental authorization to secure emergency medical treatment.

1515-A.3: Releasing of Children

Not Met

1515-A.3: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

Finding:

1515-A.3 Based on record review: There was no written authorization signed and dated by the parent noting the first and last names of individuals to whom the child, C1, may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

1515-B: Consent to Release

Not Met

1515-B: Consent to Release. The center shall obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one time written consent shall be obtained from the parent and updated as changes occur.

Finding:

1515-B Based on record review: There was no written consent to release information, recordings, or photographs from which the child, C1, might be identified, except to authorized state and federal agencies.

1715-A.4: Criminal Background Check

Not Met

1715-A.4: Personnel files for each staff member shall be maintained at the center and shall include the following:
documentation of a fingerprint based satisfactory criminal background check

Finding:

1715-A.4 Based on record review: Documentation of a satisfactory fingerprint based criminal background check (CBC) was not available for two of twelve staff, prior to the individual(s) being present in the childcare facility (1703.A). S3's date of hire is 10/13/17. CBC completed 10/17/17. There is a receipt on file for fingerprints for S3 dated 10/11/17, but the No Convictions Form was not completed and is not in file. S3 was present in the center on 10/13/17, 10/16/17, 10/17/17, 10/18/17, 10/19/17, 10/20/17 and during the licensing visit. S6's date of hire is 6/26/17 and her CBC is dated 6/27/17.

Statement of Deficiencies

There is a receipt for fingerprints dated 6/26/17, but the No Convictions Form was not completed and is not in file. S6 was present in the center on 6/26/17.

1915-A: Health Services - Observation

Not Met

1915-A: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

Finding:

1915-A Based on record review: There was no documented daily observations, when something is observed, noted on children upon arrival to the center. Results including an explanation from parent and/or child were not documented. Daily observation reports were not available for the entire month of October 2017, except for the following dates: 10/2/17, 10/9/17, 10/10/17, 10/11/17 and 10/16/17.
