Date - 11/07/2016 License # - 11605 Acton Code - 5

## Statement of Deficiencies

## 1507-B: Daily Attendance Records - Staff and Owners

**Not Met** 

1507-B: A daily attendance record for all staff members and owners shall be maintained that shall:

- 1. include the first and last name of the staff member or owner and arrival and departure times;
- 2. accurately reflect the staff members and owners on the center premises at any given time; and
- 3. be used to document staff members and owners who leave and return to the center during the day

## Finding:

1507-B Based on record review:

The Provider did not maintain documentation of a daily attendance record for director/owner ,S1, that include the time of arrival and departure. Provider , S1, last attendance record was documented on 03/18/2016.