

## 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 of five children's records reviewed did not contain a Child's Information Form. The Provider did not have information for C5 on file in the center.

### 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 of five Children's records lacked a signed and dated parental authorization to secure emergency medical treatment. The Provider did not have information for C5 on file in the center.

### 1713-A&B&C: Supervision

Not Met

1713-A&B&C:

- A: Children shall be supervised at all times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.
- B: Children shall not be left alone in any room, (except the restroom as indicated in Subsection G), outdoors, or in vehicles, even momentarily, without staff present.
- C: A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

#### Finding:

1713 A&B Based on observation: On 11/19/2018, upon Specialist arrival, Specialist observed three children on S1 and S2's office alone without a staff present. S1 stated the children in the office were staff children. Specialist informed S1, S2 and S3 that no child should be left alone in a room without supervision, whether staff children or not. The children were placed in the older classroom for the remainder of the day.

### 1807-B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807-B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807-B. Based on record review: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each staff member, prior to the person being present at the center or performing services on and after 10/01/2018 as evidence by each staff member's time card printout.

- S4 was on premises on the following days without a CCCBC: 10/03/18, 10/04/18, 10/09/18, 10/10/18, 10/11/18, 10/15/18, 10/16/18, 10/18/18, 10/22/18, 10/23/18, 10/24/18, 10/25/18, 10/29/18, 10/30/18, 10/31/18, 11/01/18. During the visit on 11/20/2018, S3 indicated S4 came in on 11/19/2018 to sign papers, went to complete her fingerprints and S4 did come back as "Eligible" on 11/20/2018. S4 is not on the center's current CCCBC Roster.

- S5 was hired on 10/18/2018. S5 was not on the center's CCCBC Roster on 11/19/2018. On 11/20/2018, S5 completed a consent form and S5 was added to the center's current roster. S5 was on premises while not on the center's current roster on the following days: 10/22/18, 10/23/18, 10/24/18, 10/25/18, 10/26/18, 10/31/18, 11/01/18, 11/02/18, 11/05/18, 11/06/18, 11/07/18, 11/08/18, 11/09/18, 11/13/18/11/14/18, 11/15/18, 11/16/18, 11/19/18.

-S6 is not currently on the center's CCCBC Roster. S6 was on premises on the following days: 10/01/18, 10/02/18, 10/04/18, 10/05/18, 10/10/18, 10/11/18, 10/15/18, 10/16/18, 10/17/18, 10/18/18, 10/19/18, 10/22/18, 10/23/18, 10/2/18, 10/25/18, 10/26/18, 10/29/18, 11/01/11, 11/05/18, 11/06/18, 11/07/18, 11/08/18, 11/13/18, 11/14/18, 11/15/18, 11/16/18, 11/19/18.

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- S7 is not currently on the center's CCCBC Roster. S7 was on premises on the following days: 11/14/18, 11/15/18, 11/16/18. S7 left premises at 12:42pm on 11/20/18..

### 1807-C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

**Not Met**

1807-C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807-C. Based on record review: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each O1, O2 and O3, prior to the person being present at the center or performing services on and after 10/01/2018 as evidence by the visitor/extra curricular attendance sheet. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O1, O2 and O3 at all times while on the center premises.

- O1 was on premises on 10/01/2018, 10/15/2018 and 10/22/2018. O1 was added to the roster on 11/19/2018.
- O2 was on premises on 10/24/2018, 11/07/2018 and 11/14/2018.
- O3 was on premises on 10/17/2018, 10/24/2018, 11/07/2018 and 11/14/2018.

### 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:

The Provider did not document 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 on 11/09/2018, 11/12/2018, 11/15/2018 and 11/16/2018.

### 1921-E: Tornado Drills

**Not Met**

1921-E: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

#### Finding:

1921-E Based on record review:

The provider did not have documentation of tornado drills that were conducted at least once per month during the months of March 2018.

### 2105-E: Field Trip - Record

**Not Met**

2105-E: A written record for each field trip shall be maintained and shall include the following:

1. date, destination(s) and method of transportation;
2. names of all the children being transported in each vehicle;
3. names of the driver, staff members and other adults being transported in each vehicle;
4. names of other adults who joined the field trip at the destination(s) to assist with supervision of children; and
5. the presence of each child each time the children enter or exit the vehicle.

#### Finding:

2105-E Based on record review:

The Provider's record of all field trips taken was incomplete as it did not include one or more of the following: date, destination(s) and method of transportation, names of all the children being transported in each vehicle, names of the driver, staff members and other adults being transported in each vehicle, names of other adults who joined the field trip at the destination(s) to assist with supervision of children, the presence of each child each time the children enter or exit the vehicle.

The following is when field trips were taken and what was missing from the documentation:

- 05/30/2018
- names of the driver and other adults being transported in each vehicle

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### **2107-B.1-3: Field Trip Visual Vehicle Check**

**Not Met**

2107-B.1-3: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

#### **Finding:**

2107-B.1-3 Based on record review:

Documentation of the visual check of the vehicle was incomplete as it did not include the the signature of the person conducting the check for the field trip taken on 05/30/2018.

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