

## Statement of Deficiencies

### 1509-A.12.: Monitoring Policy for Provisionally Employed Staff

Not Met

1509-A.12.: Monitoring policy for provisionally employed staff members:

- a. Each center shall develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes;
- b. The monitoring policy shall include all requirements for the monitoring of provisionally employed staff members set forth in §1811.D;
- c. The center shall post a copy of the policy in the center in a place visible to all parents and staff;
- d. The center shall provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

#### Finding:

1509-A.12. Based on record review/interview(s): The Provider did not have a written monitoring policy for provisionally employed staff with incomplete CCCBC-based determination of eligibility for child care purposes. The center did not provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and/or the center did not obtain signed documentation from each that a copy of the policy has been received.

### 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 three children's records reviewed lacked a signed and dated parental authorization to secure emergency medical treatment for C1.

### 1811-D.2-3: Provisional Employment for Staff Members of Early Learning Centers

Not Met

1811-D.2-3: 2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.

- a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
  - b. The center must designate a monitor for each provisionally-employed staff member present at the center.
  - c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
  - d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
  - e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
  - f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
  - g. At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
3. The center shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

#### Finding:

1811-D.2-3 Based on record review: It was not documented that S2 was being monitored 04/04/2018 (S2's date of hire) to 05/09/2018 (day "eligible" status was given) while have the "provisional" staff status.