

## 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 on 11/20/18, 1 of 6 children's records reviewed did not contain a Child's Information Form. C6's failed to have a record. S1 stated C6 was a drop in for today and they did not get her information as she thought she had her paperwork from a previous time.

### 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 on 11/20/18, 1 of 6 children's records lacked a signed and dated parental authorization to secure emergency medical treatment. C6 failed to have this authorization on 11/20/18. S1 stated C6 was a drop in for today and they did not get her information as she thought she had her paperwork from a previous time.

### 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 on 11/20/18, the provider did not have 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 for C6. S1 stated that C6 was a drop in for today and they did not get her information as she thought she had her paperwork from a previous time.

### 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 on 11/20/18, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each O1, visitor, prior to the person being present at the center or performing services as evidence by O1 was present in the center on 11/15/18.

The center visitor log dated 09/21/18-11/20/18, failed to have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O1. Documentation did not include the departure time, language stating that were accompanied by the staff member at all times while on the premises, signature of the contractor, signature of the staff member.