

## Statement of Deficiencies

### 1507-A: Daily Attendance Records - Children

Not Met

1507-A: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

#### Finding:

1507-A Based on observations/record review: The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 12 children were present and 9 children were signed in on the log. On 11/20/18 Specialist observed 12 children in the center upon arrival but only 9 children were signed into the children daily attendance logs.

### 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 center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by Specialist observed S4 was not present at the center but was signed in on the staff daily attendance logs.