

Statement of Deficiencies

713.A: Office of Public Health, State Fire, City Fire, Office of Early Childhood approval

Not Met

713.A: Current approvals by the Office of Public Health, Office of State Fire Marshal, City Fire (if applicable), Office of Early Childhood and the Licensing Division shall be required before the expiration of an existing license.

Finding:

713.A Based on record review/interview(s): The Provider lacked documentation of a current annual inspection and approval from the Office of Public Health. S1 stated that the Health Inspector completed an inspection on November 20, 2017; however, deficiencies were noted and approval was not granted. S1 stated that she is in the process of correcting the deficient areas.

1509-A.3: Admissions Policy

Not Met

1509-A.3: Admission Policy to include the admission criteria.

Finding:

1509-A.3 Based on record review/interview(s): The Provider did not have an admission policy that included the center's admission criteria. S1 stated that she would create a policy.

1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review/interview(s): Provider did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include language stating that the contractor was accompanied by the staff member at all times while on the premises and the signature of both the contractor and the accompanying staff member for O1, O2, O3, O4, and O5. S1 stated that she was present and supervised each of these persons throughout their visits; however, she was unaware of the requirement to document it.

1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

Finding:

1921-A Based on record review/interview(s): The Provider did not have a procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur.; The Provider did not review the plan annually for accuracy and updated as changes occur as Specialist reviewed the plan and found that a previous director no longer employed is listed as the person in charge in cases of emergency. The Provider did not review the plan with all staff at least once per year. The provider failed to conduct and document practice drills at least twice per year. S1 stated that she was unaware of these expectations and would correct each as soon as possible.