

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 record review on 11/27/18, the daily attendance log for children did not include the the time of arrival of each child as LS observed 1 out of 17 children (ages 4yrs old) was not signed in on today's daily attendance log in S4 and S5's classroom. S5 was able to verify the child that was not signed in.

LS observed 1 out of 16 children (ages 3yr to 4yr) failed to have an arrival time in S7 and S8's classroom.
LS observed 1 out of 15 children (ages 3yr to 4yr) failed to have an arrival time in S13 and S14's classroom.

1507-F: Daily Attendance Records maintained

Not Met

1507-F: Daily attendance records shall be maintained for three years.

Finding:

1507-F Based on record review on 11/27/18, S1 failed to maintain the children daily attendance records for three years as LS requested the children daily attendance from 10/11/17 - 10/17/17 in order to verify the presence of C1, C2, and C3. S1 provided LS a document that only specified the child as present with a "P" and was unable to locate the daily attendance for LS review.

1515-D: Retention of Records

Not Met

1515-D: Retention of Records. Records of children shall be maintained by a center for a minimum of three years from the date of termination of the child's enrollment at the center.

Finding:

1515-D Based on record review 11/27/18, S1 failed to maintain records of children for a minimum of three years from the date of termination of the child's enrollment at the center as LS requested C3's child records and cumulative files. S1 stated C3's folder was transferred to Brown E. Moore and C3's file is no longer on the premises.