

Statement of Deficiencies

1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving; and

Finding:

** NEW ** 1715-A.1.3. Based on record review: S18 did not have a hire date on file.

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 CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review: There was no documentation on file for Independent Contractors O3 and O4 that included person's name, address, phone number, list of duties performed while at the center.

There was no documentation of a CCCBC-based determination of eligibility for child care purposes from the department for independent contractor O3 and O4.

There was no documentation that an adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while O3 and O4 were at the center when children were present.

1807-B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807-B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

Finding:

** NEW ** 1807-B. Based on record review: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for S18 prior to the person being present at the center or performing services.

- According to S18's staff file that was available for review during the licensing visit, S18 had a printout of eligibility on 10/08/2018. S18's date of hire, According to S15, is 10/08/2018. S18 was not added to the center's current CCCBC Roster to determine continued eligibility after 10/8/2018 and before today, 11/29/2018. S15 added S18 to the roster during the licensing visit.

1907-A.1-2: High Chairs

Not Met

1907-A.1-2:

1. The high chair manufacturer's restraint device shall be used when children are sitting in a high chair.
2. Children who are either too small or too large to be restrained using the manufacturer's restraint device shall not be placed in a high chair.

Finding:

** NEW ** 1907-A.1-2 Based on observations:

Specialist observed the high chair manufacturer's restraint device was not used when 8 children are sitting in high chairs during lunch. Corrected during the licensing visit.