

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:

1715-A.1.3. Based on record review on 11/29/18, S1 did not have an employee file that included an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, upon termination or resignation of employment, the last date of employment, reason for leaving, for S2. S1 stated that S3 got sick and began throwing up on her and she asked her cousin to come in and assist her with the children. According to the staff attendance log S3 arrived at 7:00am and signed out at 9:15am. S2 left the center at 9:40 am after L/S advised that she could not be in the center without a proper CCCBC. S1 asked S2 to leave the center.

1715-A.2: Photo Identification

Not Met

1715-A.2: Personnel files for each staff member shall be maintained at the center and shall include the following:
copy of a state or federal government issued photo identification;

Finding:

1715-A.2 Based on record review on 11/29/18, S1 did not have a personnel file that included a copy of S2's State or federal government issued photo Identification available for review.

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:

1807-B. Based on record review on 11/29/18, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each staff member, S2, prior to the person being present at the center or performing services as evidence by S1 stated that S3 got sick and began throwing up on her and she asked her cousin, S2, to come in and assist her with the children. According to the staff attendance log S3 arrived at 7:00am and signed out at 9:15am. S2 signed it at 9:00am and left the center at 9:40 am after L/S advised that she could not be in the center without a proper CCCBC. S1 asked S2 to leave the center.