Date - 12/05/2017 License # - 7401 Action Code - 5 - ANNUAL SURVEY

# 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, Center did not have current approval from Office of State Fire Marshal.

1513-A.1-2: Schedules Not Met

1513-A.1-2: An early learning center shall establish in writing and post the following schedules:

- 1. Schedule of days and hours of operation, including scheduled days and holidays when center is closed; and
- 2. Daily schedule that includes times of planned activities, including early learning activities, allowing for flexibility and change.

## Finding:

1513-A.1. Center did not post Schedule of days and hours of operation. CORRECTED

#### 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.1. Based on record review, the daily attendance record did not have the departure timee of all students and the first and last name of person to whom child was released.