

Statement of Deficiencies

1507.B.: Daily Attendance Records - Staff and Owners

Not Met

1507.B.: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

Finding:

1507.B. Based on record review:

The center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by: On 12/6/18, S11 signed in at 12:00 pm and did not sign out. On 12/7/18, S3 signed in at 5:30 am and signed out at 8:00 am, but S3 was present when the Specialist arrived at 9:30 am. On 12/7/18, S13 signed in at 5:00 am and did not sign out. S13 was not present when the Specialist arrived at 9:30 am. S13 arrived at the center at 10:13 am.

1721.A.-C.: Continuing Education Training

Not Met

1721.A.-C.: A. Early learning centers shall provide opportunities for continuing education of staff members who are left alone with children, or who have supervisory or disciplinary authority over children.

1. Staff members of early learning centers, excluding foster grandparents, shall obtain a minimum of 12 clock hours of continuing education per center anniversary year.
- B. Staff members of type I, type II and type III centers who are neither left alone with children, nor have supervisory or disciplinary authority over children, shall obtain a minimum of three clock hours of continuing education in job related topics per center's anniversary year.
- C. Continuing education for all types of centers shall be conducted by trainers approved by the department. The department shall keep a registry of approved trainers.

Finding:

1721.A.-C. Based on record review:

There was no documentation that the center staff of an early learning center, excluding Foster Grandparents, provided opportunities for staff members to obtain a minimum of 12 clock hours of training annually in the topics found in §1719(A) and (B). Copies of certificates of completion or attendance records were not maintained at the center and available for inspection by the department upon request. Two of thirteen staff, S5 and S13, did not have the required continuing education training. This is in addition to the required training from the Department of Health.

1811-D.2.&3.: Provisional Employment for Staff Members of Early Learning Centers

Not Met

1811-D.2.&3.: 2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.

- a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
- b. The center must designate a monitor for each provisionally-employed staff member present at the center.
- c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
- d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
- e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
- f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
- g. At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
3. The center shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

Finding:

1811 D 2 & 3 The monitor failed to perform at least one visual observation of each designated provisionally-employed staff members, S12, every 30 minutes. There were no visual observations performed for S12. A monitor was not assigned to S12. According to S3, she will be the monitor.