

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:

There was no documentation of daily attendance records for Staff and Owners, to include the time of arrival and departure. On 11/16/17, S2 and S5 did not sign out according to the attendance record. On 11/17/17, according to S1, she and S2, S3, S4, S6 and S7 were present in the facility. According to the attendance record S1, S2, S3, S4, S6 and S7 did not sign in. On 12/5/17, S5 and S6 did not sign out according to the attendance record. On 12/6/17, 12/7/17 and 12/8/17, only S5 signed in according to the attendance record. According to S1, she was present and S2, S3, S4, S6 and S7 were present in the facility on 12/6/17, 12/7/17 and 12/8/17.

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 fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review:

There was no documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor O1 and O2. O1 was present in the facility on 6/5/17, 6/6/17, 6/12/17, 6/13/17, 6/14/17, 6/15/17, 6/16/17, 6/19/17, 6/22/17. O2 was present in the facility on 10/17/17. O1 and O2 did not have a satisfactory background check on file and available for review.