

## Statement of Deficiencies

### 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: Provider did not have documentation on file for Independent Contractor O1 that included person's name, address, phone number, list of duties performed while at the center. Provider did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor O1. As evidence by review of visitor sign in sheet. O1 was on the premises on 12/1/2017 at 7:30 am to 8:25 am and on 12/4/2017 from 7:50 am (departure time unknown as O1 did not sign out); Provider did not have 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 for O1.

### 1901-C: End-of-Day Check

Not Met

1901-C: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

#### Finding:

1901-C Based on record review:

The Provider did not document that the entire center and play yard is checked after the last child departs to ensure that no child is left unattended at the center as evidence on 11/4/2017 and 12/8/2017 the centers end of the day check for did not contain a time, date or signature of a staff conducting the visual check.

### 1915-B.&C: Health Services - Parental Notification

Not Met

1915-B.&C:

B. Reporting. Incidents, injuries, accidents, illnesses, and unusual behavior shall be documented and reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence.

C. Immediate Notification. The parent shall be immediately notified in the following circumstances:

1. blood not contained in an adhesive strip;
2. head or neck or eye injury;
3. human bite that breaks the skin;
4. animal bite;
5. impaled object;
6. broken or dislodged teeth;
7. allergic reaction skin changes (e.g. rash, spots, swelling, etc.);
8. unusual breathing;
9. symptoms of dehydration;
10. temperature reading over 101° oral, 102° rectal, or 100° axillary; or
11. injury or illness requiring professional medical attention.

#### Finding:

1915-B. The Provider's documentation of incidents, injuries, accidents, illnesses, and unusual behavior did not have documentation of the time or to whom it was reported on the day of the occurrence. The incident occurred at 8:50 am on 1/16/17, 8/30/2017 (not time documented), 10:30 am on 7/5/2017 and 3:00 pm 2/7/2017 and there was no documentation of the time parent was notified nor to whom was notified.

## Statement of Deficiencies

### 1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

#### Finding:

1921-A Based on record review: The provider failed to conduct and document practice drills at least twice per year. The provider failed to have a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that addresses the following any potential disaster related to the area in which the center is located, include procedures for sheltering in place, lock-down and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care, include specific procedures for handling infants through two year olds, specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs :. The Provider did not have the following system in place for: to account for all children, a system, and a back-up system, for contacting parents and authorized third party release caretakers, a system to reunite children and parents following an emergency.

### 2103-A: Parental Authorization

Not Met

2103-A: Written authorization shall be obtained from a parent to transport a child on a regular basis. Such authorization shall include the name of the child, the type of transportation (to and from school, to and from home) and the names of individuals, schools, or other entities to whom the child may be released.

#### Finding:

2103-A Based on record review: In 0 of 22 children's files reviewed the provider did not maintain signed parental authorization to transport a child on a regular basis. The provider did not have documentation of a Parental authorization form for children being transported for before and after care to the center by Hailey's Transportation service.

### 2103-E: Master Transportation Log

Not Met

2103-E: Master Transportation Log

1. A copy of the current master transportation log shall be maintained on file at the center and shall include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released. Documentation shall be maintained whether transportation is provided by the center or contracted.
2. Each driver or monitor, whether provided by the center or through a contractor, shall be provided a current master transportation log,

#### Finding:

2103-E Based on record review:

The provider did not have documentation that the driver or attendant was provided with a master transportation log. Transportation is provided by Hailey's Transportation service.

## Statement of Deficiencies

### 2103-F: Passenger Transportation Log

Not Met

#### 2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### Finding:

##### 2103-F Based on record review:

The provider did not have documentation that the driver or attendant was provided with a current passenger transportation log. Transportation is provided by Hailey's Transportation Service.; The Center's current Passenger transportation log provided to the Hailey's Transportation Service driver or attendant was incomplete as it did not include name of driver and staff members, pick up and drop off locations, time child was placed on the vehicle, time child was released and name of the person or entity to whom child was released.

### 2107.A.1-2: Visual Check of Vehicle

Not Met

#### 2107.A.1-2: A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

1. A staff person shall physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the interior of the vehicle.
2. The staff member shall record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle.

#### Finding:

##### 2107.A.1-2 Based on record review:

The Provider did not have documentation that the driver or a staff person checked the vehicle at the completion of each trip as evidenced by on 6/9/2017,6/16/2017, 6/23/2017,6/30/2017,7/26/2017 and 8/7/2017 Staff and children at the center participated in a field trip and no documentation of a visual check was completed.

### 2107-B.1-3: Field Trip Visual Vehicle Check

Not Met

#### 2107-B.1-3: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

#### Finding:

##### 2107-B.1-3 Based on record review:

For field trips, a face-to-name count was not conducted prior to leaving facility for destination, when destination is reached, before departing destination for return to facility, and upon return to facility to ensure that no child was left on the trip as evidenced by. On 6/9/2017(23 children attended),6/16/2017 (18 children attended), 6/23/2017(22 children attended),6/30/2017 (22 children attended),7/26/2017(23 children attended) and 8/7/2017(22 children attended) a field trip and staff at the center did not document arrival and departure times to and from each destination.