

Statement of Deficiencies

1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
 - a. name;
 - b. date of birth;
 - c. home address and phone number;
 - d. training,
 - e. work experience;
 - f. educational background;
 - g. hire date; and
 - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

Finding:

****NEW**** 1715-A.1. Based on record review: At 10:35 a.m., S8 did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date and first day onsite working with children, for staff: S1(DOH: 12/12/19) , S4(DOH: 12/4/19) and S7(DOH: 12/12/19). S8 stated the staff information is at her home.

Corrective Action Plan - S8 stated she will maintain staff folders on the daycare premises.

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:

2. copy of a state or federal government issued photo identification;

Finding:

****NEW**** 1715.A.2. Based on record review: At 10:35 a.m., S8 did not have a copy of a state or federal government issued photo identification for 3 of 3 newly hired staff, S1(DOH: 12/12/19) , S4(DOH: 12/4/19) and S7(DOH: 12/12/19). S8 stated the staff information with copy of a photo ID is at her home.

Corrective Action Plan - S8 stated she will maintain staff folders on the daycare premises.

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:

****NEW**** 1807.B. Based on record review/observation: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each staff member, S1(DOH: 12/12/19) and S7(DOH: 12/12/19), prior to the person being present at the center. At 10:05 a.m., Specialist observed S1(DOH: 12/12/19) and S7(DOH: 12/12/19) on the premises without a CCCBC-based determination of eligibility for child care purposes. A check eligibility audit indicating eligible for child care purpose was obtained for S7 at 11:27 a.m. Specialist observed S1 leaving the daycare premises at 11:20 a.m. S8 stated two staff recently quit and she's been trying to hire new staff ASAP.

Corrective Action Plan - S8 stated she will have a CCCBC-based determination of eligibility for child care purposes before a staff is allowed on premises to work with children.

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, including food and formula;
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/interview: At approximately 10:20 am, S8 did not have complete written multi-hazard emergency and evacuation plan that includes the following:

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, including food and formula;
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

Corrective Action Plan - Specialist spoke to S8 by phone. S8 stated she plans to have the emergency and evacuation plan completed within the next two weeks. S8 stated she has been out with the flu.