

## Statement of Deficiencies

### 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. Based on record review/interview(s) on 12/13/18, the daily attendance log for children did not include the time of arrival of each child as LS observed 1 out of 12 children failed to be signed in on today's daily attendance. S1 stated C1 was a child that was suspended from school and was transported back to the center by S4. LS observed S4 failed to sign C1 back in upon arrival to the center.

### 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 on 12/13/18, S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure as LS observed S1 arriving at the center at approximately 10:47 am, and failed to sign in on the center's daily attendance.

### 1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807.C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807.C. Based on interview(s)/record review on 12/14/18, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each O1, prior to the person being present at the center or performing services as LS was informed that O1 was present on the center premises on 11/14/18, to repair the second building heater. Per interview(s), O1 was present on the center premises from 9:00 am - 10:20 am. LS was informed O1 was a former employee of the center and was no longer employed at the center effective 7/13/18. O1 did not complete the CCCBC process prior to exiting as an employee. S1 failed to have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O1 at all times while on the center premises. Documentation did not include the date, arrival time, departure time, language stating that O1 was accompanied by the staff member at all times while on the premises, O1's signature, signature of the staff member as LS observed this information was not included on the center's visitor log.