

## ***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, local school district staff, and departmental staff other than those responsible for inspecting centers:

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 CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

### **Finding:**

1717.A. Based on record review: At 1:15 p.m., S1 did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center. This was not on file for O2. S1 explained this information form is kept on file at Kingsley House, the center's owner.

Corrective Action Plan - Effective 12/14/2021, S1 stated she will have the independent contractor information form filled out by every contractor upon arrival at the center, to ensure this information is on file, so is she is not recited this deficiency.

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