

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 on 12/16/19 @ 9:40 pm, S2 failed to maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure. During inspection S1 was the only staff observed present in center when the specialist arrived at 9:35 pm. S1 stated that S2 had just left. Review of the staff daily attendance record (both time cards and paper) S2 was not signed in on 12/16/19. S3 was signed in at 8 am and was not signed out and S5 was signed in at 6 am and was not signed out. S4 was not signed in or out.

Review of the time cards on 12/17/19, shows that the records for 12/16/19 were updated to reflect the arrival and departure of each staff present. Records show that S1 was present from 5 am-1 pm and 6 pm-11:15 pm, S2 was documented as present from 5:30 pm to 9:45 pm and 10:10 pm to 11:45 pm (S2 was not present during inspection on 12/16/19 from 9:35 pm-9:50 pm, correction was made prior to specialist leaving), S3 was documented as present from 8 am-3:30 pm, S4 was documented as present from 12:00 pm -7:45 pm, S5 was documented as present from 6 am- 2 pm, and S6 was documented as present from 2 pm to 8:45 pm. There was no time card or sign in observed for S7, S8, S9, S10, or S11.

Corrective action plan:

S2 states that she plans to make sure that the time cards updated to reflect who is present in the center.

1711.A.&B.&D.&G.: Child to Staff Ratio

Not Met

1711.A.&B.&D.&G.: A. Child to staff ratios are established to ensure the safety of all children.

B. Minimum child to staff ratios shall be met at all times.

1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- D. Minimum Child to Staff Ratios for Type II and Type III centers:

Ages of Children	Ratio
Infants under 1 year	5:1
1 year	7:1
2 years	11:1
3 years	13:1
4 years	15:1
5 years	19:1
6 years and up	23:1

G. Mixed Age Groups - Minimum Child to Staff Ratios

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

Finding:

1711. A. B. 1. Based on observation/record review on 12/16/19, S2 failed to have at a minimum of 2 child care staff present at an early learning center when more than one child is present as one staff (S1) was supervising 2 children ages 7 months and 6 years old. At 9:35 pm when specialist arrived S1 was present in the center with C2 and C3 and C3's parent, at 9:39 pm C3 exited the center with parent and C1 arrived at 9:40 pm, at this time S1 was the only staff on the premise and remained to be the only staff present when the specialist departed the center at 9:50 pm. (Parent of C1 left the center prior to specialist leaving) Based on review of the staff daily attendance on 12/17/19 shows that S2 signed in at 10:10 pm on 12/16/19, per the record both staff remained in the center until all children were picked up.

Corrective action plan:

S2 states that she plans to add more night time staff or reduce night time hours.