

## 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 observations/record review: The daily attendance log for children did not include name of the child, and the time of arrival for 3 of the 12 children on the premises. Specialist observed 12 children present in the center, however, only 9 of the 12 students were signed in on the daily attendance log.

### 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 observations/interview(s): Specialist observed that daily attendance records for staff failed to be met, as specialist observed 2 staff present upon arrival, however, no staff was signed in on the staff attendance log. Specialist observed that S1 entered the facility at 8:55 am. S1 signed each staff in upon her arrival. Specialist found that S1 is signed in from 6:30 am to 10:34 am, however, S1 failed to sign out when she left the facility prior to specialist arrival. S1 stated she was present in the facility from 6:30am, however, she left the facility to get something from the center across the street.

### 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.&D.&G.: Based on observations/interviews: The Provider failed to meet the required child to staff ratio for children of the following ages: Specialist observed that there were 6 (5 infants and one 1 yr) present in the infant class with only 1 staff present in the class. The required ratio for children of this age is 5 children per 1 staff person. Staff moved 1 child to another class. Ratio was met upon departure.

### 1903.E.5.: Outdoor - Enclosed

Not Met

1903.E.5.: Outdoor play space shall be enclosed with a permanent fence or other permanent barrier in a manner that protects children from traffic hazards, prevents children from leaving the premises without proper supervision, and prevents contact with animals or unauthorized persons.

## **Statement of Deficiencies**

**Finding:**

1903.E.5. Based on observations/interview(s): Specialist observed that the fence on the play yard had 2 missing boards and looked as if it had been kicked down. One board was laying on the ground and the play yard did not prevent children from leaving the premises. S1 stated that she would ensure that the fence is fixed immediately.

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**1911.E.: Daily Reports for Infants**

**Not Met**

1911.E.: Daily Reports for Infants. Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

**Finding:**

1911.E. Based on observations/record review/interview(s): Specialist observed 5 infants in the infant classroom. However; only 2 of the 5 infants had daily infant reports. S2 stated that she did not have anymore copies of daily infant report forms and was waiting for someone to bring her some more copies of the daily infant reports.

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**1911.I.&J.: Proper Lifting of a Child**

**Not Met**

1911.I.&J.: I. Staff members shall adhere to proper techniques for lifting a child.  
J. Staff members shall not lift a child by one or both arms.

**Finding:**

1911.I.&J.: J. Based on observations: Specialist observed S2 lift a child by one arm in the infant classroom and the child began to cry. Specialist informed S2 that she could not lift the child by one arm. Specialist informed S1 that a training needs to be done with S2 on how to properly lift a child.

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