

## **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 12/17/19, S1 failed to maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure. As the daily attendance records for 12/17/19 did not accurately reflect staff on the premise. During inspection S1, S3, S7, and S10 were present but not signed. S2 had all staff to document their time on and off the premise while specialist was present.

Based on record review on 12/19/19, S1 failed to maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure. As the daily attendance records for 12/19/19 did not accurately reflect staff on the premise. During inspection S1, S7, and S8 were observed present but were not signed in. All staff signed in while specialist was present.

During inspection S1 and S10 left the center but failed to sign out.

(note previously cited on 12/04/18, 03/07/19, 06/13/19, 07/15/19, 09/10/19, and 09/27/19)

Corrective action plan: S1 stated that he will ensure that all staff present signs in as soon as they come in. He stated that if they are not signed in that they will be written up and eventually terminated.

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### **1721.A.-C.: Continuing Education Training**

**Not Met**

1721.A.-C.: A. Early learning centers shall provide opportunities for continuing education of staff members who are left alone with children, or who have supervisory or disciplinary authority over children.

1. Staff members of early learning centers, excluding foster grandparents, shall obtain a minimum of 12 clock hours of continuing education per center anniversary year.
- B. Staff members of type I, type II and type III centers who are neither left alone with children, nor have supervisory or disciplinary authority over children, shall obtain a minimum of three clock hours of continuing education in job related topics per center's anniversary year.
- C. Continuing education for all types of centers shall be conducted by trainers approved by the department. The department shall keep a registry of approved trainers.

#### **Finding:**

1721.A.-C. Based on record review on 12/19/19, there was no documentation that the center staff of an early learning center, excluding Foster Grandparents, provided opportunities for staff members to obtain a minimum of 12 clock hours of training annually in the topics found in §1719(A) and (B). Copies of certificates of completion or attendance records were not maintained at the center and available for inspection by the department upon request, 1 (S1) of 11 staff did not have the required continuing education training. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR. Based on review of S1's orientation sheet, his hire date was 03/12/18, S8 provided documentation stating that he has been working directly with children since his hire date of 03/12/18. As of 12/19/19 S1 has completed 3 hours in Medication Administration on 10/19/19.

(Note: previously cited on 09/27/19)

Corrective action plan: S1 stated he will complete the required hours by the end of January 2020.

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### **2101.A.1.: Transportation Arrangement Conforms to State Laws**

**Not Met**

2101.A.1.: Transportation arrangements shall conform to all state laws, as amended, including but not limited to those requiring the use of seat belts and child restraints.

#### **Finding:**

2101.A.1. Based on observations on 12/17/19 and 12/19/19, S1's transportation arrangements failed to conform to state laws, as the vehicle registration is expired on center's vehicles. Registration shows that both vehicles expired June 2019 and both vehicles were observed being used on 12/17/19 and 12/19/19. (Vehicle registration corrected for both vans prior to specialist leaving)

(note: previously cited on 09/10/19)

## Statement of Deficiencies

Corrective action plan: S1 stated he when registration is expired or near expiration that it be taken care of promptly.

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### 2101.A.8.: Vehicle in Good Repair

**Not Met**

2101.A.8.: Vehicles shall be maintained in good repair.

**Finding:**

2101.A.8. Based on observations on 12/17/19 and 12/19/19, one of S1's vehicle failed to be maintained in good repair as evidence by, (Van #2) still has a broken seat belt buckle (located on the 4th row from the front of the van and the 4th buckle from left to right when facing the seat) that had a cover missing and screws exposed which could cause a scratching hazard to children. (note: previously cited on 10/30/18, 12/04/18, 03/07/19, and 06/10/19. It was noted at the 09/10/19 inspection that the van was not being used although it was observed on the premise.)

Corrective action plan: S1 stated he will repair the buckle himself on 12/19/19. S1 stated that he will be more proactive in making sure that the vehicles are in good working order. S1 stated he will conduct weekly inspections of the vehicles.

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### 2101.A.9.: Vehicle - Safety Inspection

**Not Met**

2101.A.9.: Each vehicle shall have evidence of a current safety inspection.

**Finding:**

2101.A.9. Based on observations on 12/17/19 and 12/19/19, the Vehicle(s) failed to have evidence of a current safety inspection. Both center vans inspections expired 07/19. Both vehicles were observed in use on 12/17/19 and 12/19/19.

(note: previously cited on 09/10/19)

Corrective action plan: S1 stated both vehicles will have current inspections completed on 12/19/19. S1 stated he will promptly address expired inspections in the future.

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