

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/interview: The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time. During a walk-through at 9:45am, Specialist observed 28 children were present and 26 children were signed in on the log. S1 stated two 4 year old children, C1 and C2, were not signed in on the log in S2's Cinnamon Sticks Classroom. S1 corrected to include their arrival times, C1 at 8:30am and C2 at 9:00am.

Corrective Action Plan: S1 stated it is the same children who are regularly not signed in and out of the log. S1 posted a reminder note to the front door of the center and will send a reminder message on the center's Facebook group to all parents on 12/18/19. S1 will appoint S2 to review the logs for accuracy and include missing documentation.

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 observation/record review/interview: The center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time. A review of the staff attendance log at 10:45am, showed S1 failed to sign out on 12/16/19 and sign in on 12/18/19. S7 failed to sign in and out on 12/18/19.

Corrective Action Plan: S1 stated she will add a pop-up message on the electronic payroll attendance log to remind staff to document their attendance on the paper log. S1 posted a reminder paper on her computer monitor at her office desk on 12/18/19.

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/interview: At 11:30am, Specialist reviewed records for staff and S1 failed to provide opportunities for continuing education for all staff members. Staff members S6, S8, S9, and S10 failed to obtain a minimum of 12 clock hours of annual training in topics found in §1719(A) and (B) for the center's anniversary year ending 10/31/19. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR.

Corrective Action Plan: S1 stated staff, including newly hired staff, will complete the annual Health and Safety class on 12/19/19, and classes will be scheduled for CPR/FA. S1 stated she will require all staff to complete the Bulletin 137 training and will provide additional opportunities so that the minimum requirement of 12 clock hours are met for the current licensing year.