

## Statement of Deficiencies

### 1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
  - a. name;
  - b. date of birth;
  - c. home address and phone number;
  - d. training,
  - e. work experience;
  - f. educational background;
  - g. hire date; and
  - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715.A. 3.: Based on interviews/record review: During Specialist visit on 12/30/19, Specialist reviewed the Staff Record and Personnel Files at 12:20 pm and observed that it did not include the termination or resignation of employment, the last date of employment and reason for leaving for S10 or S11 . According to clock in records, S10 last date of employment was 12/20/19. S11 last date of employment was 12/06/19. Corrective Action: S1 stated the center will document termination or resignation of employment for each staff going forward.

### 1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices.

B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention; and
6. CPR and first aid, as applicable.

#### Finding:

1719.A&B.: Based on record review: On 12/30/19 at 12:45pm, Specialist reviewed S12's orientation and observed that it lacked documentation that S12 received orientation within seven days of the first day present at the center and prior to have sole responsibility for any children. S12's orientation also lacked documentation that S12 received additional orientation within thirty days of date of hire. S12 was hired on 11/27/19. Corrective Action: S1 stated that she will ensure that all staff sign documentation that orientation was received.