

## Statement of Deficiencies

### 5303-D: Mandatory Training

Not Met

#### Findings/Corrections

5303.D.16 The provider did not have documentation that a representative from the facility attended the mandatory training session entitled [ CLASS A TRAINING ] offered by the Bureau.

COMMENT: DIRECTOR SAID SOMEONE FROM SMILE ATTENDED THEN DID A TRAINING AT THE SCHOOL. BUT THERE WAS NO DOCUMENTATION.

### 5305-H: Children's Daily Attendance

Not Met

#### Findings/Corrections

5305.H. The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as ON 9/2/04 & 9/23/04 ONE CHILD IS NOT SIGNED IN OR OUT; ON 8/28/04 NO TIME CHILD SIGNED OUT OR PERSON RELEASED TO [ 12/3/04 NO TIME IN ON 1 CHILD & NO TIME OUT ON ANOTHER CHILD, ONLY "MOTHER" SIGNED IN AREA OF TO WHOM RELEASED, & SOME SIGNATURES WITH 1ST NAME ONLY FOR WHOM RELEASED TO. ON VARIOUS OTHER DATES ( 11/30/04; 11/29/04; 11/19/04 11/18/04, ETC. MOTHER, GRANDMOTHER, AND FIRST NAME ONLY OR INITIAL & LAST NAME, IS WRITTEN FOR SIGNATURE & NO STAFF SIGNATURE ]. . The daily attendance record for children shall include the time of arrival and departure of each child and the name of the person to whom the child was released . This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out.

COMMENT: CENTER DID NOT HAVE CHILDREN CHECKED OUT & BACK IN ON DAYS OF FIELD TRIPS.

### 5305-I: Staff Attendance

Not Met

#### Findings/Corrections

5305.I. The center's staff daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by [ DOH 8/1/02 ON SEVERAL DAYS HAS NOT SIGNED OUT ]. The daily attendance record for staff, including the director/owner, shall include the time of arrival and departure. Staff shall document their time of departure when not on the child care premises.

### 5312-C: Annual Review

Not Met

#### Findings/Corrections

5312.C. Documentation of the annual review of orientation topics for staff,[ DOH 11/01 ], was incomplete as it did not include: [ ANNUAL REVIEW OF ORIENTATION)..

### 5319-D: Posted Menu

Not Met

#### Findings/Corrections

5319.D. The current weekly menu listing specific food items served for meals and snacks was not prominently **posted**.

COMMENT: MENU WAS POSTED BUT NOT DATED.

## Statement of Deficiencies

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### 5321-J: Daily Observation of Children

Not Met

#### Findings/Corrections

5321.J. The provider did not document observations noted on children who were observed for possible signs of illness, infections, bruises and injuries, physical condition, etc. upon arrival to the center. Results including an explanation from parent and/or child shall be documented.

IN BOTH CLASSROOMS, EXPLANATION DID NOT ALWAYS INCLUDE WHO SAID WHAT HAPPENED.

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### 5325-Q: Labeled Sheets and Blanket for Covering

Not Met

#### Findings/Corrections

5325.Q. The Provider nor the parent provided a labeled sheet or blanket for covering the child.

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### 5335-E: Attendance Record

Not Met

#### Findings/Corrections

5335.E. The transportation attendance record documentation was incomplete as it did not include: [ TIMES CHILDREN WERE PICKED UP & RELEASED FOR FIELD TRIPS ]. Transportation is [ WAS ] provided. A complete record includes the driver's name, the date, name of all passengers(children and adults) in the vehicle, the name of the person to whom the child was released, and the time of the release.