



the week of the time the complaint was received. Based on that information there were 4 dates, (3/17, 3/19, 3/20, and 3/27), in which coverage in the infant room was in question. Clarification was sought from Kris and Jill regarding those dates of service and how ratio was maintained.

Information was received from Jill on 04-03-14 providing additional information regarding coverage arrangements on the dates in question. The information provided identified that children had been moved from one classroom to another where numbers were down, teachers moved or Kris placing herself in ratio in rooms, and clarification on children that were logged in as having been in attendance in error as their parents had forgotten to log them out at the end of the previous day. Given this information the center would have been in ratio as required by licensing standards.

Based on the information obtained the complaint is not substantiated for violation of licensing standards regarding classroom ratio. The center was in ratio on the day of my visit. The center did provide billing information regarding the days and hours that children and staff were signed in as being present at the center. While initially having some question based on the documentation for 4 days clarification was received that indicated that the center was in ratio as required.

**Special Notes and Action Required:**

This report was not substantiated for a violation of classroom staff to child ratio standards. It was noted however that at times the center has moved infants to another classroom for the toddlers to maintain ratio. As a reminder while this practice is allowable by licensing standards the intent of the allowance is that children are moved in regard to their developmental needs and seeking an environment that is more engaging and stimulating to the child.

If you feel something is unclear or unjustly cited, please contact me so that we may discuss the issue and if necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with the evaluation report as provided in this document. If I have failed to provide for you any information discussed during my visit, please contact me and I will forward the information to you. Thank you.

**Consultant's Signature:**

**Date:**

04/02/2014

