

Statement of Deficiencies

1103.A.-D.: Critical Incidents and Required Notifications

Not Met

1103.A.-D.: An early learning center shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:

1. death;
 2. serious injury or illness that required medical attention;
 3. reportable infectious diseases and conditions listed in LAC 51.II.105; and
 4. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.
- B. The parent shall be contacted immediately following any immediate notifications made under Subsection A.
C. The department and other appropriate agencies shall be notified via email within 24 hours of the incident.
D. The department shall be notified by written report within 24 hours of the incident or the next business day. This written notification shall be made on the department's Critical Incidents Report Form and shall contain all information requested on the form.

Finding:

1103.D. Based on record review/interviews: S1 failed to notify The Department, within 24 hours or the next business day, of the critical incident that occurred on 11/15/2019 around 2:45pm of a vehicle bumping/tapping the rear bumper of the center's van while C1, a three-year-old was present. S1 stated the critical incident was submitted to The Department on 11/19/2019 at 9:32am. At approximately 1:13pm on 1/6/2020, S1 stated she attempted to send it to The Department on 11/18/2019 using the center's scanner, however it didn't go through on their end.

Corrective Action Plan: S1 stated she will submit any further critical incidents to The Department and other appropriate agencies within 24 hours or by the next business day, and will verify that the report was received.

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: At approximately 12:07pm on 1/2/2020, S1's daily attendance record for all staff members did not accurately reflect the staff members on the center premises at any given time. S1 stated S9 worked on 11/13/2019 - 11/15/2019, however there is no documentation of S9's arrival and departure on those dates. S2 stated she thought S9 signed in and out.

Corrective Action Plan: S1 stated she will be sure to have all staff and owners sign in and out.

1719.C.: Orientation Training - Transportation staff

Not Met

1719.C.: All staff members responsible for transporting children shall receive additional orientation training in the following areas prior to assuming their transportation duties:

1. transportation regulations, including the modeling of how to properly conduct a vehicle passenger check and demonstration by staff to director on how to conduct a vehicle passenger check;
2. proper use of child safety restraints required by state Law;
3. proper loading, unloading, and tracking of children as required by state law;
4. location of first aid supplies; and
5. emergency procedures for the vehicle, including actions to be taken in the event of accidents or breakdowns.

Finding:

1719.C. Based on record review/interview: At approximately 12:10pm on 1/2/2020, S1 failed to have documentation that S9 received additional orientation training prior to assuming transportation duties. S9's staff information record shows S9's date of hire as 11/13/2019. S1 stated she trained S9 on the center's transportation regulations on 11/13/2019 and 11/14/2019 while on the van, however there is no documentation of the training. S1 stated S9's first day working alone was 11/15/2019. S9 quit within 7 days of hire and prior to S1 completing the orientation form.

Corrective Action Plan: S1 stated she will make sure she will have documentation of the transportation orientation for all bus drivers prior to them assuming their transportation duties.

Statement of Deficiencies

2103.F.: Passenger Transportation Log

Not Met

2103.F.: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
 - a. date the transportation is provided;
 - b. name of the child;
 - c. name of driver and staff members;
 - d. pick up and drop off locations;
 - e. time child was placed on the vehicle;
 - f. time child was released and name of the person or entity to whom child was released; and
 - g. signature of staff person completing the log.

Finding:

2103.F. Based on record review: At approximately 1:15pm on 1/2/2020, S1 failed to have accurate information on the passenger log for 11/15/2019 used to track children and staff during transportation. S1 stated two children, C1 and C2, were picked up in the afternoon (time unknown) by S9 in the center's van. S9 stated no other children were picked up in the center's van, and is unsure why there is documentation of C3, C4, C5, C6, C7, C8, C9, C10, C11, C12, and C13 riding the van on 11/15/2019.

The bus transportation log for 11/15/2019 shows that S1 was the bus driver, and the following children used transportation:

- C1 rode the van from 2:30pm to 4:13pm.
- C2 rode the van from 2:50pm to 4:13pm.
- C3 and C12 rode the van from 3:59pm to 4:40pm.
- C4, C6, C7, C8, and C9 rode the van from 3:47pm to 4:28pm.
- C5 and C10 rode the van from 3:41pm to 4:28pm.
- C11 rode the van from 3:16pm to 4:28pm.
- C13 rode the van from 2:40pm to 4:40pm.

Corrective Action Plan: S1 stated she and S2 will document the transportation logs correctly.
