

## 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 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 as 44 children were present and 43 children were signed in on the log. A review of S8's log at 9:30am showed C11 (age one) was not signed in as present. S8 stated C11 arrived at 8:30am and corrected the log. Specialist completed a review of the Children's daily attendance record for dates 11/1/19 to 12/30/19, and the record did not include the departure time thirteen times, and the first and last name to whom child was released seven times.

Corrective Action Plan: S1 stated she will have staff turn in records daily for administrative review to be completed.

### 1711.J.: Field Trip - Minimum Child to Staff Ratio

Not Met

1711.J.: Field Trips - Minimum Child to Staff Ratios

1. Minimum child to staff ratios, plus one additional adult, shall be met for all field trips.
2. An adult staff member from the center shall be present with each group of children.
3. At no time shall a child or group of children be left alone without an adult staff member present unless the child is supervised by the parent of the child or designated representative authorized in writing by the parent.

#### Finding:

1711.J.: Based on record review/interview: A review on 1/13/20 at 3:15pm showed that although child/staff ratios were met for children age five and older, S1 did not have one additional adult present for the following field trips: St. Julien Park Splash Pad on 6/19/19 had 35 children with two staff, Carencro Sports Complex on 6/21/19 had 31 children with two staff, and Kids World on 7/22/19 with 29 children and two staff. Additionally, S1 did not meet the required child/staff ratio plus one additional adult as there was no documentation of staff in attendance to the Carencro Sports Complex with 27 children age five and older on 7/19/19.

Corrective Action Plan: S1 stated the field trip transportation log will be condensed to one log sheet and only one person will be responsible for its completion. All new staff will be properly trained to complete the forms correctly.

### 1911.G.: Pacifier Attached

Not Met

1911.G.: Pacifiers attached to strings or ribbons shall not be placed around the neck or attached to the clothing of a child.

#### Finding:

1911.G.: Based on observation/interview: On 1/6/20 at 9:32am, Specialist observed a pacifier was attached to a braided cord and clipped to the clothing of C1 (age infant). The clip was removed prior to Specialist leaving the room.

Corrective Action Plan: S1 stated she will review policy with all staff in the infant room.

### 1919.A.&B.: Food Service and Nutrition - Menu

Not Met

1919.A.&B.: A. All meals and snacks provided by the center, and their preparation, service and storage, shall meet the requirements for meals of the U. S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), 7 CFR 226.20, and LAC 51:XXIII.

B. The weekly menu shall:

1. be planned for each day of the week and list the specific food items served;
2. be prominently posted by the first day of each week and remain posted throughout the week; and
3. have substitutions or additions posted on or near the menu.

#### Finding:

1919.A.&B.: Based on observation/interview: Specialist observed on 1/6/20 at 10:00am, the current weekly menu listing specific food items served for each day of the week was not prominently posted by the first day of each week and to remain posted throughout the week. S1 stated the menu streams on a television screen, in addition to other center information, but it was not available for viewing during Specialist's visit. S1 printed a weekly menu and posted prior to Specialist departure.

Corrective Action Plan: S1 stated she will keep a printed menu posted and available for viewing.

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### 1919.D.2.: Food Service and Nutrition - Choking Hazards

Not Met

1919.D.2.: Children under age 4 shall not have foods that are implicated in choking incidents. Examples of these foods include but are not limited to: whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than what can be swallowed whole.

#### Finding:

1919.D.2.: Based on observation/interview: On 1/6/20 at 11:15am, Specialist observed children, under age four, were served sausage sliced in rounds for lunch. Specialist instructed S1 and S3 that the sausage rounds should be sliced in half. Staff corrected by slicing the sausages on children's plates. Corrective Action Plan: S1 stated she will review items implicated in choking incidents with staff and adjust accordingly.

### 1921.E.: Tornado Drills

Not Met

1921.E.: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

#### Finding:

1921.E.: Based on record review/interview: Specialist completed a review of records on 1/6/20 at 1:10pm, and observed S1 failed to have documentation that tornado drills were conducted at least once per month in April, May, and June. The last record of a tornado drill completed was 3/28/19.

Corrective Action Plan: S1 stated she will create calendar appointments to conduct scheduled drills.

### 2101.A.13.: Appropriate Driver's License

Not Met

2101.A.13.: The center shall maintain a copy of a valid appropriate Louisiana or other state-issued driver's license for all individuals who drive vehicles used to transport children, whether said drivers are staff members or contracted drivers.

#### Finding:

2101.A.13.: Based on record review/interview: A review of records on 1/13/20 at 3:30pm showed S1 lacked documentation of a valid appropriate Louisiana or other state-issued driver's license for contract drivers, O1, O2, and O3.

Corrective Action Plan: S1 stated she will ensure she obtains all documentation from contract drivers prior to the transporting of children.

### 2101.A.15.: Transportation - Contract to Provide Transportation

Not Met

2101.A.15.: Centers using contract transportation shall maintain a copy of the written contract that includes an express provision stating that the contractor shall comply with all state laws and regulations, as amended, regarding motor vehicles, including but not limited to seat belts and child restraints.

#### Finding:

2101.A.15.: Based on record review/interview: S1 contracted field-trip transportation with O1, O2, and O3, and there was not a documented contract signed by the provider and the contract drivers outlining circumstances under which transportation will be provided and that includes an express provision stating that the contractor shall comply with all state laws and regulations, as amended, regarding motor vehicles, including but not limited to seat belts and child restraints.

Corrective Action Plan: S1 stated she will ensure that a contract will be completed for all contracted drivers to include the above stated items.

### 2105.E.: Field Trip - Record

Not Met

2105.E.: A written record for each field trip shall be maintained and shall include the following:

1. date, destination(s) and method of transportation;
2. names of all the children being transported in each vehicle;
3. names of the driver, staff members and other adults being transported in each vehicle;
4. names of other adults who joined the field trip at the destination(s) to assist with supervision of children; and
5. the presence of each child each time the children enter or exit the vehicle.

#### Finding:

2105.E.: Based on record review/interview: On 1/13/20 at 4:35pm, Specialist completed a review of the field trip record and observed the field trip record for 7/19/19 to the Carencro Sports Complex did not include the name of the driver and staff members being transported in the vehicle.

Corrective Action Plan: S1 stated the field trip transportation log will be condensed to one log sheet and only one person will be responsible for its completion. All new staff will be properly trained to complete the forms correctly.

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### 2107.A.1.&2.: Visual Check of Vehicle

Not Met

2107.A.1.&2.: A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

1. A staff person shall physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the interior of the vehicle.
2. The staff member shall record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle.

#### Finding:

2107.A.1.&2.: Based on record review/interview: On 1/13/20 at 4:45pm, Specialist completed a review of the daily transportation log for December 2019, and S1 did not have documentation that the driver or a staff person checked the vehicle at the completion of each trip a total of thirteen times.

Corrective Action Plan: S1 stated she and S2 will conduct and document the visual checks are completed for the transporting of children in the morning and afternoon.

### 2107-B.1.-3.: Field Trip Visual Vehicle Check

Not Met

2107-B.1.-3.: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

#### Finding:

2107-B.2.-3.: Based on record review: A review of the field trip log on 1/13/20 at 4:57pm, showed a face-to-name count was not conducted when the destination was reached, before departing the destination for return to the facility, and upon return to the facility to ensure that no child was left on the field trip on 7/22/19.

Corrective Action Plan: S1 stated she will complete thorough review of documentation requirements with all staff prior to being given responsibility of transporting children for field trips.

### 2107.C.: Daily Transportation Visual Vehicle Check

Not Met

2107.C.: For daily transportation services, the vehicle shall have a visual passenger check made at the completion of each trip or route, prior to the staff member exiting the vehicle.

#### Finding:

2107.C.: Based on record review/interview: Specialist completed a review of December 2019 daily transportation records and observed documentation of the visual check of the vehicle was incomplete as it did not include the signature of the person conducting the check seven times and the time the vehicle was checked thirteen times.

Corrective Action Plan: S1 stated she and S2 will conduct and document the visual checks are completed for the transporting of children in the morning and afternoon.