

## Statement of Deficiencies

### 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 11:04am, S1 failed to have documentation of a daily attendance record for all staff members and owners that accurately reflect the staff members and owners on the center premises at any given time. There is no documentation of the departure time for the following:

- S1 and S3 on 12/24/2019
- S1, S2, S3, and S5 on 11/20/2019
- S3, S8, S5, S1, and S2 on 11/21/2019

### 1717.A.: Independent Contractors Records

Not Met

1717.A.: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, local school district staff, and departmental staff other than those responsible for inspecting centers:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1717.A. Based on record review: At approximately 11:51am, S1 failed to have an information form for independent contractors, O1, O2, and O3, that include the person's name, address and phone number, and a list of duties performed while present at the center. S2 stated she believes S1 has a folder for independent contractors, but was unable to find it. The Specialist informed S2 that she can print a blank form via The Department's website [www.louisianabelieves.com](http://www.louisianabelieves.com). Visitor sign in show the following:

- O1 was present on 8/22/19, 9/25/19, 10/1/19, and 10/30/19.
- O2 was present 9/25/19.
- O3 was present 11/20/19.

Corrective Action Plan: S2 stated will have S1 find the folder. S2 also stated she will make sure all independent contractors have a record on file when they come back to the center.

### 1723.A.&B.: CPR Certification

Not Met

1723.A.&B.: A. Infant and child CPR. Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in infant and child CPR through training approved by the department.

B. Adult CPR. Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in adult CPR through training approved by the department.

#### Finding:

1723.A. Based on record review/interview: At approximately 10:33am, S1 failed to have documentation that at least fifty percent (50%) or at least four staff on the premises and accessible to children, whichever is less, have current certification in infant and child CPR through training approved by the department. 2 of 5, S2 and S5, had documentation of this certification.

Corrective Action Plan: S2 stated S3, S4, and S6 are scheduled to take the training on Saturday, 1/11/2020.

### 1723.C.: Pediatric First Aid

Not Met

1723.C.: Pediatric First Aid. Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in pediatric first aid through training approved by the department.

#### Finding:

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1723.C. Based on record review: At approximately 10:33am, S1 failed to have documentation that at least fifty percent (50%) or at least four staff on the premises and accessible to children, whichever is less, have current certification in pediatric first aid through training approved by the department. 2 of 5, S2 and S5, had documentation of this certification.

Corrective Action Plan: S2 stated S3, S4, and S6 are scheduled to take the training on Saturday, 1/11/2020.

### 1921.A.: Emergency Preparedness and Evacuation Planning

Not Met

1921.A.: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds, including food and formula;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

#### Finding:

1921.A. Based on record review: At approximately 11:57am, S1 failed to have documentation of a written multi-hazard emergency and evacuation plan that includes the following:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lock down and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds, including food and formula;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;

S2 stated she was unable to find the existing written plan.

Corrective Action Plan: S2 stated she will make sure S1 finds the existing plan to have it available for review at the next Licensing visit.