

## 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.A.B.C. Based on record review/interviews, the provider failed to immediately notify the parent of C1, a 3 year old, when he left the classroom, during naptime, and was found crying and standing alone in the school hallway near the library. According to the Critical Incident Report completed by S7 on 12/18/2019, O2, the grandmother of C1 was informed of the incident at 12:30 pm. Per S7's verbal statement obtained via telephone on 1/7/2020, she notified O1 of the incident after school was closed for the day, on 12/18/2019. S7 stated a report was made with Child Welfare but she failed to provide documentation that the incident was reported to Child Welfare within 24 hours of the incident taken place. Per S7's verbal statement, she had to get permission from the Human Resource department in order to release the documents received from Child Welfare.

Corrective Action: S1 stated that parents will be notified immediately of any critical incidents. S1 stated that all critical incidents will be reported to Child Welfare of other appropriate agencies within the required time frame.

### 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/interviews, the center's staff and owner's daily attendance record failed to accurately reflect persons on the child care premises at any given time and failed to include the departure and arrival times for staff who left and returned on 12/18/2019, as evidenced by review of the center's teacher sign-in sheet and daily log. Per S4's verbal statement, via telephone, on 1/7/2020, she and S5 left the premises on 12/18/2019, during naptime. Specialist noted that both S4 and S5 failed to sign-out when they left the premises and failed to sign back in when they returned back onto the premises. According to the sign-in sheet dated 12/18/2019, S4 signed in at 7:03 am and signed out for the day at 3:39 pm. S5 signed in at 6:55 am and signed out for the day at 3:45 pm.

Corrective Action: S1 stated that all staff will be required to sign in and out when they leave the premises and return back onto the premises throughout the day.

### 1713.A.&B.&C.: Supervision

Not Met

1713.A.&B.&C.: A: Children shall be supervised at all times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.

B: Children shall not be left alone in any room, (except the restroom as indicated in Subsection G of this Section or when being provided services by therapeutic professionals, as defined in §103), outdoors, or in vehicles, even momentarily, without staff present.

C: A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

#### Finding:

1713.A.C. Based on record review and interviews, on 12/18/2019, C1, a 3 year old, failed to be supervised at all times and was able to leave the classroom during naptime without the teacher's knowledge. Per O3's verbal and written statement obtained on 1/7/2020, she found C1, crying and standing alone in the school hallway. Per S3's verbal statement, obtained via telephone, on 1/7/2020, she was not aware that he had left the classroom until O2 came to the classroom looking for him, during naptime. Specialist was not able to determine how long C1 was alone in the school hallway.

Corrective Action: S1 stated that bell chimes will be installed on the classroom doors. S1 stated that a safe guarding training was conducted on 1/6/2020. The training focused on the safety of the children.