

Statement of Deficiencies

5305-H: Children's Daily Attendance

Not Met

5305.H. A daily attendance record for children, completed by the parent or center staff, including the time of arrival and departure of each child and the name of the person to whom the child was released, shall be maintained. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out. A computerized sign in/out procedure is acceptable if the record accurately reflects the time of arrival and departure as well as the name of the person to whom the child was released.

Finding:

7305.H. (OLD TAG #5305.H.) The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as

*IN ONE CLASSROOM SPECIALISTS FOUND THAT THE NUMBER OF CHILDREN COUNTED (13) AND THE NUMBER SIGNED IN (7) DID NOT MATCH AND WHEN STAFF WAS QUESTIONED THEY STATED THAT THEY WAIT UNTIL THEY ARE ALL SEATED AT BREAKFAST TO SIGN IN THE CHILDREN WHO RIDE THE BUS. THERE IS A SPAN OF ABOUT 30 MINUTES IN BETWEEN THE TIME THE CHILDREN ARRIVE AND THE TIME THEY GO TO BREAKFAST AND FOR THIS AMOUNT OF TIME THE DAILY ATTENDANCE IS NOT ACCURATE.

5311-A.2: Reference Checks

Not Met

5311.A.2. A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include documentation of three current, positive reference checks or telephone notes signed and dated. These references shall be obtained from persons not related to the employee.

Finding:

7311.A.2.(OLD TAG 5311.A.2) Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for 6 STAFF.

5311-A.4: Health Statement

Not Met

5311.A.4. A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include a written statement of good health signed by a physician or designee. Health statement dated within three months prior to offer of employment or within one month after date of employment is acceptable. A health statement is required every three years. Originals shall be presented upon request.

Finding:

7311.A.4.(OLD TAG 5311.A.4) Health records to include documentation of good health, signed by a physician or designee were not available for 14 STAFF.

5311-A.5: Criminal Record Check

Not Met

5311.A.5. A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include documentation of a satisfactory criminal record check, as required by R.S.15:587.1. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another. No staff with a criminal conviction of a felony, a plea of guilty or nolo contendere of a felony, or any offense of a violent or sexual nature, or any offense involving a juvenile victim shall be employed in a Class "A" child care center.

Finding:

7311.A.5.(OLD TAG 5311.A.5) Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for [7] of [51] staff. Documentation of submission was not available. PROVIDER FAILED TO HAVE DOCUMENTATION OF A CURRENT CRIMINAL RECORD CHECK FOR 7 STAFF. STAFF SHALL NOT BE PRESENT IN THE CENTER UNTIL A SATISFACTORY CRIMINAL RECORD CHECK HAS BEEN RECEIVED FROM LOUISIANA STATE POLICE.

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5311-B.1: Criminal Record Check-Extracurricular

Not Met

5311.B.1. The following information shall be kept on file for therapeutic professionals and extracurricular personnel, e.g. computer instructor, dance instructor, librarian, tumble bus personnel, etc.: documentation of a satisfactory criminal record check, as required by R.S.15:587.1. Provider shall request this clearance prior to individual being present in the center. No individual with a criminal conviction of a felony, a plea of guilty or nolo contendere of a felony, or any offense of a violent or sexual nature, or any offense involving a juvenile victim shall be in a Class 'A' child care center. Note: Individuals employed by the school system may have on file at the center, a letter from school system administrative staff documenting that a criminal record clearance has been completed through Louisiana State Police.

Finding:

7311.B.1. (OLD TAG #5311.B.1.) The Provider did not have documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, for extracurricular personnel: [ONE SCHOOL BOARD EMPLOYEE EXTRA CURRICULAR PERSONNEL]. Documentation of submission [was not] available prior to the individual being present in the center.

5312-A: Orientation Training

Not Met

5312.A. Within one week of employment and prior to having sole responsibility for a group of children, each staff member, including substitutes and foster grandparents, shall receive orientation training to include the following topics:
-center policies and practices including health and safety procedures;
-emergency and evacuation plan;
-supervision of children;
-discipline policy;
-job description;
-individual needs of the children enrolled;
-detecting and reporting child abuse and neglect;
-current Child Care Class "A" Minimum Licensing Standards; and
-confidentiality of information regarding children and their families.
This training shall be followed by four days of supervised work with children. Documentation shall consist of a statement/checklist in the staff record signed and dated by the staff person and director, attesting to having received such orientation training, and the dates of the supervised work with children.

Finding:

7312.A.(OLD TAG 5312.A) Provider lacked documentation that [6] of [51] staff received orientation within one week of employment and prior to having sole responsibility for a group of children.

5312-C: Annual Review

Not Met

5312.C. All staff, including substitutes and foster grandparents, shall have a signed and dated checklist/statement that the following topics are annually reviewed:
-center policies and practices including health and safety procedures;
-emergency and evacuation plan;
-supervision of children;
-discipline policy;
-job description;
-individual needs of the children enrolled;
-detecting and reporting child abuse and neglect;
-current Child Day Care Class "A" Minimum Standards;
-confidentiality of information regarding children and their families.

Finding:

7312.C.(OLD TAG 5312.C) Provider lacked documentation that staff, [9], have annually reviewed training topics.

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5312-D.1: Continuing Education

Not Met

5312.D.1. The director shall provide opportunities for continuing education of staff through attendance at child care workshops or conferences, for paid and non-paid staff who are left alone with children, or who have supervisory or disciplinary authority over children. The child care staff, excluding foster grandparents, shall obtain 12 clock hours of approved training per center's anniversary year in job related subject areas. At least three of the 12 clock hours of training for directors/director designees shall be in administrative issues. Documentation shall consist of attendance records or certificates received by staff. This is in addition to the required training hours from the Department of Health and Hospitals, pediatric first aid and infant/child/adult CPR. Medication administration training by a Child Care Health Consultant may count toward fulfilling three of the mandated 12 hours of continuing education training. All training shall have prior approval by the Department of Social Services. Original certificates shall be made available upon request.

Finding:

7312.D.1. (OLD TAG #5312.D.1.) There was no documentation that paid and non-paid staff, [ALL STAFF], who are left alone with children, or who have supervisory or disciplinary authority over children have obtained 12 clock hours of approved training per center's anniversary year. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR. THE CENTER STAFF DID NOT RECEIVE ALL THE REQUIRED HOURS OF APPROVED TRAINING IN THE PREVIOUS LICENSURE YEAR AND SO FAR THIS LICENSURE YEAR THEY HAVE NOT RECEIVED ANY APPROVED TRAINING.

5312-D.2: Continuing Education - Cooks/Drivers

Not Met

5312.D.2. Cooks or drivers who are neither left alone with children, nor have supervisory nor disciplinary authority over children shall complete at least three clock hours of training in job related topics per center's anniversary year.

Finding:

7312.D.2. (OLD TAG #5312.D.2.) There was no documentation that ALL COOKS/ DRIVERS who are neither left alone with children, nor have supervisory nor disciplinary authority over children, obtained at least three (3) clock hours of approved training in job related topics per center's anniversary year. THE CENTER STAFF DID NOT RECEIVE ALL THE REQUIRED HOURS OF APPROVED TRAINING IN THE PREVIOUS LICENSURE YEAR AND SO FAR THIS LICENSURE YEAR THEY HAVE NOT RECEIVED ANY APPROVED TRAINING.

5312-E.1: CPR

Not Met

5312.E.1. A minimum of at least 50 percent of all staff on the premises and accessible to the children at all times shall have documentation of current infant/child/adult certification in CPR. Original cards shall be made available upon request. This training shall be approved by the Department of Social Services prior to acceptance.

Finding:

7312.E.1. (OLD TAG #5312.E.1.) The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children have current approved Infant/Child/Adult certification in CPR. [20] of [51] staff had documentation of this certification.

5312-E.3: PFA

Not Met

5312.E.3. A minimum of at least 50 percent of all staff on the premises and accessible to children shall have documentation of current pediatric first aid certification. Original cards shall be made available upon request. This certification shall be approved by the Department of Social Services prior to acceptance.

Finding:

7312.E.3. (OLD TAG #5312.E.3.) The Provider did not have documentation that at least 50 percent of the staff on the premises and accessible to children at all times has current approved Pediatric First Aid training. [16] of [51] staff had documentation of this certification.

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5312-E.5: CPR/PFA Vehicle

Not Met

5312.E.5. At least one staff in each vehicle (center provided or contract) shall have documentation of current infant/child/adult CPR certification and pediatric first aid certification.

Finding:

7312.E.5. (OLD TAG #5312.E.5.) There was not at least one staff in each vehicle (center provided or contract) with documentation of current [approved Infant/Child/Adult certification in CPR/ approved Pediatric First Aid training].

5321-B: Medication Authorizations

Not Met

5321.B. No medication of any type, prescription, non-prescription, special medical procedure shall be administered by center staff unless authorized in writing by the parent. Authorization shall include:

- child's name;
- name of the medication;
- date(s) to be administered;
- dosage;
- time to be administered;
- special instructions, if applicable;
- side effects;
- signature of parent and date of signature; and
- circumstances for administering as needed medication.

Finding:

7321.B. (OLD TAG #5321.B.) The written authorization from the parent to administer [CAPTOPRIL, DIGIXIN, VENTOLIN] to a child was incomplete as it lacked the following information: [date(s) to be administered] THE AUTHORIZATIONS FOR THESE MEDICATIONS JUST STATED TO GIVE IT DAILY AND DID NOT HAVE SPECIFIC DATES TO ADMINISTER THEM. THE VENTOLIN AUTHORIZATION WAS DONE ON AN "AS NEEDED FORM", BUT THE CHILD NEEDS THE MEDICATION EVERY DAY.

5321-J: Daily Observation of Children

Not Met

5321.J. Upon arrival at the center, each child shall be observed for possible signs of illness, infections, bruises, injuries, physical condition, etc. When noted, results including an explanation from parent and/or child shall be documented.

Finding:

7321.J. (OLD TAG #5321.J.) The provider did not document observations noted on children upon arrival to the center. Results including an explanation from parent and/or child were not documented. THE STAFF ARE NOT ALWAYS DOCUMENTING AN EXPLANATION FROM THE PARENT OR CHILD AS TO HOW THE INJURY OCCURED.

5323-B.4: Outdoor - Crawlspace

Not Met

5323.B.4. Crawlspace and mechanical, electrical, or other hazardous equipment shall be made inaccessible to children.

Finding:

7323.B.4. (OLD TAG #5323.B.4.) Crawlspace and mechanical, electrical, or other hazardous equipment is not inaccessible to children as *THERE ARE TWO AC UNITS THAT ARE ON THE PORTABLE BUILDING THAT CAN BE REACHED BY CHILDREN AND ARE NOT ENCLOSED.

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5325-G: Equipment in Good Repair

Not Met

5325.G. All play equipment and equipment necessary for the operation of the center shall be maintained in good repair.

Finding:

7325.G. (OLD TAG #5325.G.) The provider did not maintain play equipment and equipment necessary for the operation of the center in good repair as
*THE METAL POSTS HOLDING THE AWNING ARE RUSTED AT THE BOTTOM AND RUSTED METAL IS FLAKING OFF.

5325-Q: Labeled Sheets and Blanket for Covering

Not Met

5325.Q. A labeled sheet or blanket shall be provided by either the provider or the parent for covering the child.

Finding:

7325.Q. (OLD TAG #5325.Q.) The Provider nor the parent provided a labeled sheet or blanket for covering the child.
*IN EVERY ROOM SPECIALISTS CHECKED 3 BLANKETS AND ON AVERAGE ONLY 2 OF THE 3 CHECKED WERE LABELED.

5327-A: Locked Harmful Substances and Equipment

Not Met

5327.A. Prescription and over-the-counter medications, poisons, cleaning supplies, harmful chemicals, equipment, tools and any substance with a warning label stating it is harmful or that it should be kept out of the reach of children, shall be locked away from and inaccessible to children. Whether a cabinet or an entire room, the storage area shall be locked.

Finding:

7327.A. (OLD TAG #5327.A.) Prescription and over-the counter medications, poisons, cleaning supplies, harmful chemicals, equipment, tools, and any substance with a warning label stating it is harmful to or that it should be kept out of the reach of children were not locked away from children as evidenced by
*ROOM #14 HAD HAND SANITIZER OUT ON TOP OF A CABINET.
*ROOM #5 HAD AN UNLOCKED CABINET WITH LYSOL AND ROOM DEODORIZER AND CLOROX WIPES IN IT. THIS ROOM ALSO HAD HAND SANITIZER AND WASH/DRI ANTIBACTERIAL WIPES IN A CLEAR ROLLER CABINET.
*ROOMS # 6 AND 8 HAD DRY ERASE BOARD CLEANER OUT ON A LOW SHELF.
*THE LIBRARY HAD LYSOL, ALCOHOL, SANITIZING WIPES AND WHITE OUT IN ONE OF THE CORNER AREAS WHERE CHILDREN HAVE THERAPY SESSIONS

5327-G: Electrical Plug Covers

Not Met

5327.G. Unused electrical outlets shall be protected by a safety plug cover.

Finding:

7327.G. (OLD TAG #5327.G.) Unused electrical outlets were not protected by a safety plug cover in the
*ROOM 12 HAD A POWER STRIP WITHOUT SAFETY COVERS ON THE UNUSED OUTLETS
*THE LIBRARY HAD ONE OUTLET WITHOUT SAFETY COVERS

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5331-L: Identification Information in Vehicle

Not Met

5331.L. There shall be information in each vehicle identifying the name of the director and the name, telephone number, and address of the center for emergency situations. In lieu of a visual inspection of a contracted vehicle, a signed statement by the agency representative verifying this information is acceptable.

Finding:

7331.L. (OLD TAG #5331.L.) The Provider's vehicle(s) for [daily transportation, field trips] did not have information in the vehicle identifying the name of the Director and the name, telephone number and address of the center for emergency situations. THE CONTRACT/LOANER BUS (#959) DID NOT HAVE THE IDENTIFYING INFORMATION ON IT. THIS BUS HAD ALSO BEEN USED FOR A FIELD TRIP AND THERE WAS NO SIGNED STATEMENT INCLUDED WITH THE FIELD TRIP DOCUMENTATION THAT VERIFIED THAT THIS INFORMATION WAS ON THE BUS WHEN THE FIELD TRIP WAS TAKEN. THIS BUS WOULD NOT NORMALLY BE AT THE CENTER AND AVAILABLE FOR INSPECTION BUT IT IS BEING USED AT THE MOMENT FOR DAILY TRANSPORTATION UNTIL BUS #595 CAN BE REPAIRED.

5333-F: Vehicles Visual Check

Not Met

5333.F. The driver or staff person shall check the vehicle and account for each child upon arrival and departure at each destination to ensure no child is left on the vehicle or at any destination. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked for each loading and unloading of children.

Finding:

7333.F. (OLD TAG #5333.F.) The Provider did not have documentation that the driver or a staff person checked the vehicle at the completion of each trip. THE CENTER IS NOT DOCUMENTING A VISUAL CHECK FOR WHEN THEY LEAVE THEIR FIELD TRIP DESTINATION TO RETURN TO THE CENTER. THEY ARE DOCUMENTING A VISUAL CHECK UPON ARRIVAL AT THE FIELD TRIP DESTINATION AND ARRIVAL BACK AT THE CENTER ONLY. THIS WAS DONE ON ALL 4 FIELD TRIPS TAKEN SO FAR THIS SCHOOL YEAR.

5335-E: Attendance Record

Not Met

5335.E. The driver or attendant shall maintain an attendance record for each trip. The record shall include the driver's name, the date, name of all passengers (children and adults) in the vehicle, the name of the person to whom the child was released and the time of release. Documentation shall be maintained on file at the center whether provided by center or contract.

Finding:

7335.E. (OLD TAG #5335.E.) The transportation attendance record documentation was incomplete as it did not include: [driver's name, name of the bus aide. Transportation is [center] provided. THE DOCUMENTATION FOR BUS #799 DOES NOT HAVE THE NAME OF THE DRIVER AND BUS AIDE LISTED ON THE DAILY ATTENDANCE RECORD.

5335-F: Visual Check of Vehicle

Not Met

5335.F. The staff shall check the vehicle at the completion of each trip to ensure that no child is left on the vehicle. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked. Documentation shall be maintained on file at the center whether provided by center or contract.

Finding:

7335.F. (OLD TAG #5335.F.) Documentation of the visual check of the vehicle was incomplete as it did not include the [the signature of the person conducting the check and the time the vehicle was checked].

*THE VISUAL CHECK DONE ON 10/16/08 ON BUS #595 DOES NOT CONTAIN THE SIGNATURE OF THE PERSON WHO CONDUCTED THE CHECK. IT WAS A SUBSTITUTE BUS AIDE WHO CONDUCTED THE CHECK AND THEY ONLY WROTE THE WORD "SUB" INSTEAD OF SIGNING.

*THE VISUAL CHECK DONE ON 12/4/08 ON BUS #595 DID NOT HAVE A TIME AND IT WAS DONE BY A SUBSTITUTE BUS AIDE AND THEY ONLY WROTE THE WORD "SUB" INSTEAD OF SIGNING THE FORM.

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5337-A: Contract for Transportation

Not Met

5337.A. The provider shall maintain a contract which is signed by the provider and a representative of the transportation agency outlining circumstances under which transportation will be provided. This written contract shall be dated, time limited and shall include verbiage in Section 5331.

Finding:

7337.A. (OLD TAG #5337.A.) The Provider contracted for transportation and there was not a contract signed by the provider and a representative of the transportation agency outlining circumstances under which transportation will be provided. THE CENTER HAS USED A BUS FROM THE CALCASIEU PARISH SCHOOL BOARD FOR A FIELD TRIP AND THEY DO NOT HAVE A CONTRACT WITH THEM TO USE THEIR BUSES WHEN ONE OF THE HEAD START BUSES IS NOT AVAILABLE.
