

Statement of Deficiencies

7303-F.1: Required Notification-Critical Incidents

Not Met

7303-F.1: "The director shall report all critical incidents as specified below. For the following critical incidents, immediate notification shall be made to emergency personnel and/or law enforcement, as appropriate. In addition, the child's parent shall be contacted. Once contact or attempted contact has been made to child's parent, the director shall verbally notify Licensing Section management staff immediately. The verbal report shall be followed by a written report within 24 hours: a. death of a child while in the care of the provider; b. illness or injury requiring hospitalization or professional medical attention of a child while in the care of the provider; c. any child leaving the facility and/or play yard unsupervised or with an unauthorized person; d. any child left unsupervised on the play yard; e. use of corporal punishment; f. suspected abuse and/or neglect by facility staff; g. any child given the wrong medication or an overdose of the correct medication; h. leaving any child in a vehicle unsupervised or unsupervised on a field trip; i. fire on the child care premises if children are present; j. any serious and unusual situation that affects the safety and/or well-being of a child or children in the care of the provider; k. any emergency situation that requires sheltering in place; l. implementation of facility lock-down procedures, and/or temporarily relocating children; m. any loss of power over two hours while children are in care; n. an accident involving transportation of children in which children were injured; and/or o. a physical altercation between adults in the presence of children on the child care premises. "

Finding:

7303-F.1 Based on record review: The director failed to provide a written report of an incident that occurred on October 14, 2014 to LDOE Licensing within 24 hours. The incident occurred on October 14, 2014. Licensing Management received the written report on October 17, 2014.

7303-F.4: Written Report regarding critical/reportable incidents

Not Met

7303-F.4: "The written report to LDOE Licensing Section for critical incidents and reportable incidents shall include the following information: a. name of facility; b. address of facility; c. license number; d. contact number; e. date of incident; f. time of incident; g. name of child or children involved; h. name of staff involved and other staff present; i. description of incident; j. date and time of notification to parents (to include attempted contacts), law enforcement, and child welfare (CW), if applicable; k. signature of person(s) notifying law enforcement, emergency personnel, CW, and parents; l. corrective action taken and/or needed to prevent reoccurrence; m. date and signature of staff completing report; and n. signature of parent, with date and time of signature. "

Finding:

7303-F.4 Based on record review: The written report to LDOE Licensing regarding a critical incident on October 14, 2014 was incomplete as it failed to include:

k. signature of person notifying LDOE Licensing

7309-A: Director or Designee on Site

Not Met

7309-A: Each center shall have a qualified director who is an on-site full-time employee at the licensed location and is responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met. When the director is not an on-site full-time employee at the licensed location, there shall be a qualified director designee who is an on-site full-time employee responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

Finding:

7309-A Based on interview and record review: The Provider did not have a qualified Director who is an on-site full time employee of the licensed location. Director (S23) is no longer employed at the center. S23 last date of employment was October 23, 2014. S22 is currently the center's Interim Director.

7310-B.1-6: Director's Requirements

Not Met

7310-B.1-6: The director/director designee shall have documentation of at least one of the following upon date of hire as director or director designee:

1. a bachelor's degree from an accredited college or university with at least 12 credit hours of child development or early childhood education and one year of experience in a licensed child care center or comparable setting, subject to approval by the Bureau;
2. an Associate of Arts degree in child development or a closely related area, and one year of experience in a licensed child care center, or comparable setting, subject to approval by the Bureau;
3. a National Administrator Credential as awarded by the National Child Care Association, and one year experience in a licensed child care center, or comparable setting, subject to approval by the Bureau;
4. a Child Development Associate Credential (CDA) and one year of experience in a licensed child care center, or comparable setting, subject to approval by the Bureau;
5. a diploma from a post secondary technical early childhood education training program approved by the Board of Regents or correspondence course approved by the Bureau and one year of experience in a licensed child care center, or comparable setting, subject to approval by the Bureau;
6. three years of experience as a director or staff in a licensed child care center, or comparable setting, subject to approval by the Bureau; plus six credit hours in child care, child development, or early childhood education or 90 "clock hours" of training approved by the Bureau. Up to three credit hours or 45 clock hours may be in management/administration education.

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Finding:

7310-B 1-6 Based on record review: The Interim Director, S22, did not have documentation of meeting at least one of the qualifications upon hire date as Interim Director. S22 has been Interim Director at the center since October 23, 2014.

7311-A.3: Job Descriptions

Not Met

7311-A.3: 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 written job descriptions for every position at the center.

Finding:

7311-A.3 Based on record review and interviews: Staff S2 failed to adhere to the job description of caring for the physical and emotional well-being of any child in the program and in her particular classroom. On October 14, 2014, Staff S2 mistakenly picked up the wrong infant bottle and fed a child the wrong breast milk.

7311-A.4: Health Statement

Not Met

7311-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 Based on record review: Health records to include documentation of good health, signed by a physician or designee were not available for staff: S5, S9, S10, S12, S13, S16, S17 and S21.

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7311-A.6: State Central Registry

Not Met

7311-A.6: "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 state central registry disclosure form (SCR 1) completed by the staff (paid and/or non paid) as required by R.S. 46:1414.1. This information shall be reported prior to the individual being on the premises of the child care facility, shall be updated annually, at any time upon the request of DCFS, and within 24 hours or no later than the next business day, whichever is sooner, of any staff receiving notice of a justified (valid) finding of child abuse and/or neglect. Any current or prospective employee, or volunteer of a child care facility licensed by LDOE is prohibited from working in a child care facility if the individual discloses, or information is known or received by DCFS, that the individual's name is recorded on the state central registry (SCR) as a perpetrator for a justified (valid) finding of abuse and/or neglect of a child, unless there is a finding by the Risk Evaluation Panel or a ruling by the Division of Administrative Law (DAL) that the individual does not pose a risk to children. a. The prospective paid and/or non paid staff (employee/volunteer) shall complete, sign, and date the state central registry disclosure form and submit the disclosure form to the owner or operator of the facility. i. If a prospective staff (employee/volunteer) discloses that his or her name is currently recorded as a perpetrator on the state central registry, the director shall inform the applicant they will not be considered for employment or volunteer duties at that time due to the state central registry disclosure. The director will provide the prospective employee/volunteer with the state central registry risk evaluation request form (SCR 2) so that a risk assessment evaluation may be requested. ii. Individuals are eligible for employment/volunteer services if and when they provide written determination from the Risk Evaluation Panel or the DAL noting that they do not pose a risk to children. b. If a current staff receives notice of a justified (valid) finding of child abuse and/or neglect against them, he or she shall complete an updated state central registry disclosure form (SCR 1) noting the existence of the justified (valid) finding as required by R.S. 46:1414.1. This updated SCR 1 shall be submitted to the Licensing Section management staff within 24 hours or no later than the next business day, whichever is sooner, or upon being on the child care premises, whichever is sooner. Staff will have 10 calendar days from completion of the state central registry disclosure form to request a risk assessment evaluation in accordance with LAC 67:I.305 or shall be terminated immediately. i. If the staff person will no longer be employed at the center, the provider shall immediately submit a signed, dated statement noting the individual's name and termination date. ii. Immediately upon receipt of the knowledge that a justified (valid) finding has been issued by DCFS and as a condition of continued employment, the staff person with the justified (valid) finding, when in the presence of children shall be directly supervised by a paid staff (employee) of the facility. The employee responsible for such supervision must have on file a completed state central registry disclosure form indicating that the employee's name does not appear on the state central registry with a justified (valid) finding of abuse and/or neglect, or a determination from either the Risk Evaluation Panel or the DAL that the supervising employee does not pose a risk to children. Under no circumstances may the staff person with the justified finding be left alone and unsupervised with a child or children. The provider shall submit a written statement to Licensing Section management staff acknowledging that the staff person with the justified finding will not be left alone and unsupervised with a child or children pending the disposition by the Risk Evaluation Panel or the DAL that the staff person does not pose a risk to children. When the aforementioned conditions are met, the staff (employee/volunteer) may be counted in child/staff ratio. A person supervised by an employee who does not have a satisfactory disclosure form on file as provided in this sub-section shall be deemed to be alone and unsupervised. (a). If the Risk Evaluation Panel finds the individual does pose a risk to children and the individual does not appeal the finding to the DAL within the required timeframe, the staff (employee/volunteer) shall be terminated immediately. (b). If the Risk Evaluation Panel finds the individual does pose a risk to children and the individual appeals the finding to the DAL within the required timeframe, the staff (employee/volunteer) shall continue to be under direct supervision while in the presence of children by another paid staff of the facility who has not disclosed that they have a justified (valid) finding on the state central registry until a ruling is made by the DAL that they do not pose a risk to children. Supervision shall not end until receipt of the ruling from the DAL that the employee does not pose a risk to children. (c). If the DAL upholds the Risk Evaluation Panel finding that the individual does pose a risk to children, the individual shall be terminated immediately. iii. State central registry disclosure forms, documentation of any disposition of the Risk Evaluation Panel and, when applicable, the DAL ruling shall be maintained in accordance with current LDOE licensing requirements and shall be available for review by LDOE personnel during the facility's hours of operation. iv. Any information received or knowledge acquired that a current or prospective volunteer, employee, prospective volunteer, or prospective employee has falsified a state central registry disclosure form stating that they are not currently recorded as a perpetrator with a justified (valid) finding of abuse and/or neglect shall be reported in writing to a Licensing Section management staff as soon as possible, but no later than the close of business on the next business day. v. Any state central registry disclosure form, Risk Evaluation Panel finding, and DAL ruling that is maintained in a child care facility licensing file shall be confidential and subject to the confidentiality provisions of R.S. 46:56(F) pertaining to the investigations of abuse and/or neglect. "

Finding:

7311-A.6 Based on record review: State Central Registry Disclosure Forms failed to be completed prior to staff being hired or being on premises for the following staff: S12 and S21.

Note: Staff S12 and S21 arrived at center and were able to complete an SCR Disclosure form at the time of licensing visit.

7311-A.6 Based on record review: State Central Registry Disclosure Forms failed to be update annually for the following staff: S15, and S19

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7312-A: Orientation Training

Not Met

7312-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 Based on record review: New Staff S12 failed to have documentation of completed orientation training within one week of employment followed by four days of supervised training with children. S12 date of hire is 10/31/14.

7321-K: Incidents and Accidents

Not Met

7321-K: Incidents, injuries and accidents shall be documented. Documentation shall include name of child, date and time of incident, location where incident took place, description of how incident occurred, part of body involved, and actions taken. Documentation of all incidents/injuries/accidents shall include time of parental notification and signature of person notifying the parent. The parent or designated person shall be notified immediately in the following situations:

- blood not contained in an adhesive strip;
- head injury;
- human bite which breaks the skin;
- any animal bite;
- an impaled object;
- broken or dislodged teeth; or
- any injury requiring professional medical attention.

Finding:

7321-K Based on record review: The Provider did not have documentation of immediate notification to the parent or designated person when the following occurred to a child:

C1 Fell into door frame and bumped his head. Incident occurred at 10:30am on 11/13/14 and the parent was notified at 2:45pm on 11/13/14.

C2 slipped and hit her mouth at 12:45pm on 11/18/14 and the parent was notified at 2:30pm.