

## Statement of Deficiencies

### 1103-A-E: Critical Incidents and Required Notification

Not Met

1103-A-E: 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 Licensing Division and other appropriate agencies shall be notified via email within 24 hours of the incident.
- D. The Licensing Division 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 Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form.
- E. Reporting deadlines may be adjusted in the event of a natural catastrophe and/or disaster, as determined by the Department.

#### Finding:

1103-A-E Based on record review: The center failed to notify within 24 hours of the incident the licensing Section and other appropriate agencies of the following critical incident that related to the health, safety and well-being of a child in the center's care; that took place in the month of 10/2017; where C1 was given the wrong breast milk. The center director at that time, S11, did not document or submit a critical incident report to the appropriate agency.

### 1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;  
Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715-A.1.3. Based on record review: The center did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, upon termination or resignation of employment, the last date of employment and reason for staff leaving for S10 and S11, who are no longer employed at the facility.

### 1715-B: Staff Records - Retention

Not Met

1715-B: Staff records and personnel files shall be maintained for a minimum of three years from the date of termination of employment.

#### Finding:

1715-B Based on record review: The center did not maintain staff records and personnel files for a minimum of three years from the date of termination of employment. S10 and S11 were terminated from employment, however, the center failed to have their records maintained as evidenced at the licensing visit on 01/08/2018. S9, the current director, contacted the college of Arts and Humanity, who oversees the daycare center in an effort to locate the employee personnel files. S9 did not receive any information in regards to the location of S10 and S11 personnel files; prior to the completion of the licensing inspection on 01/08/2018.