

Statement of Deficiencies

1507.A.: Daily Attendance Records - Children

Not Met

1507.A.: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

Finding:

1507.A. Based on record review on 1/9/18, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 4 children were present and 2 children were signed in on the log. C1 and C2 were not signed in. S2 stated that they had arrived not long before L/S arrived. On the night of 1/8/19 at 9:00pm to 9:10pm L/S attempted to conduct a night time visit and no one answered the door after L/S knocked and rang the doorbell and no vehicles were present at the location. There were no lights on at the center however during the annual inspection L/S reviewed the children's attendance and C5, C6, and C7 were signed out at 9:48pm. C3 and C8 was signed out at 9:44pm

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/observations on 1/9/19, the center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by on the night of 1/8/19 at 9:00pm to 9:10pm L/S attempted to conduct a night time visit and no one answered the door after L/S knocked and rang the doorbell and no vehicles were present at the location. There were no lights on at the center however during the annual inspection L/S reviewed the staff's attendance record and S1 signed out at 9:56pm and S2 signed out at 9:55pm. S1 stated that she and S2 were present with no cars at the center. S1 also stated that they have had prior random people in the neighborhood knocking on the door at night as a reason for possibly not answering the door.

1507.E.: Daily Attendance Records - Visitors

Not Met

1507.E.: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

Finding:

1507.E. Based on record review on 1/9/19, S1 failed to record the departure times for O3, O5 and O6. O3 was present on 9/12/18 at 8:40am but failed to sign out. O5 was present on 3/26/18 at 1:20pm but failed to sign out. O6 was present on 8/18/18 on 3:00pm and failed to sign out.

1509.A.8.c.: Behavior Management Policy - Time Out

Not Met

1509.A.8.c.: Time Out

- i. Time out shall not be used for children under age 2.
- ii. A time out shall take place within sight of staff.
- iii. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.
- iv. For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

Finding:

1509.A.8.c. Based on record review on 1/9/19, S1 did not have a Time Out policy as part of their Behavior Management Policy that clearly states ALL Time Out procedures that are used and all that are prohibited. S1 has a discipline policy that addresses time away(time out) for children ages 2-3 but it does not address that for children under 2 time out is not used and does not address time out for children over 3 years old.

1509.A.9.: Electronic Devices Policy

Not Met

1509.A.9.: Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. electronic device activities for children under age two are prohibited; and
- b. time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day;

Finding:

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1509.A.9. Based on observations on 1/9/19, S2 & O3 did not follow the Electronic Devices Policy as Electronic Devices (television) was used by children (C1, C2, & C3) under age 2, as L/S observed C1, C2, C3 & C4 in the classroom with O3 watching paw patrol on television. S1 was advised that because C1, C2, & C3 are under 2 years old television is prohibited.

1713.E.&F.: Supervision Participation

Not Met

1713.E.&F.:

E: While supervising a group of children, staff shall devote their time to supervising the children, meeting the needs of the children, and participating with them in their activities.

F: Staff duties that include cooking, housekeeping or administrative functions shall not interfere with the supervision of children.

Finding:

1713.E: Based on observation on 1/9/19, while supervising a group of children, O3 did not devote their time to supervision of the children, meeting the needs of the children, and in participation with the children in their activities; O3 was observed looking down at her cellphone texting while in the classroom with 4 children ages 1 & 2 years old.

1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
 - a. name;
 - b. date of birth;
 - c. home address and phone number;
 - d. training,
 - e. work experience;
 - f. educational background;
 - g. hire date; and
 - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

Finding:

1715.A1: Based on observation on 1/9/19, S1 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, first day onsite working with children for O3 as upon L/S arrival O3 was present in the center. When S1 arrived to the center she advised O3 was a volunteer and a previous employee from over 10 years ago. O3 exited the center at 9:45am

1715.A.2.: Photo Identification

Not Met

1715.A.2.: Personnel files for each staff member shall be maintained at the center and shall include the following:

2. copy of a state or federal government issued photo identification;

Finding:

1715.A.2. Based on record review on 1/9/19, S1 did not have a copy of O3's state or federal government issued photo identification available for review. When S1 arrived to the center she advised O3 was a volunteer and a previous employee from over 10 years ago. O3 exited the center at 9:45am

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 on 1/9/19, S1 failed to have documentation of CCCBC-based determination of eligibility for child care purposes from the department or documentation of the staff member not otherwise counted in child to staff ratios that accompanied O2 at all times while the O2 was at

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the center on 3/19/18 and 11/29/18 when children were present, there was no documentation that O2 was accompanied by the staff member at all times while at the center when children were present.

1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices.

B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention; and
6. CPR and first aid, as applicable.

Finding:

1719.A&B.: Based on record review on 1/9/19, S1 lacked documentation that 1 of 3 staff, S2, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children and an additional orientation within 30 days of date of hire. S2 was hired on 10/8/18 and S1 completed the old orientation for S2. S1 could not show where S2 had completed orientation classes for safe sleep practices within 7 days and child development, child guidance, learning activities, and shaken baby prevention within 30 days. L/S advised S1 that the correct orientation is found on LouisianaBelieves and is the proper form that should be used.

1807.B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807.B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

Finding:

1807.B. Based on record review/observations on 1/9/19, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for O3 a volunteer but a previous employee 10 years ago, prior to O3 being present at the center or performing services as evidence by: O3 was present upon L/S's arrival to the center.

1901.Q.: The Safety Box

Not Met

1901.Q.: The center shall post a copy of the current The Safety Box newsletter issued by the Louisiana Office of the Attorney General and shall immediately remove from the early learning premises any items listed as recalled.

Finding:

1901.Q. Based on observations/record review on 1/9/19, S1 had 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General posted on the wall dated from October-December 2017. L/S advised S1 that the safety box can also be found on LouisianaBelieves.

1903.C.: Free of Hazards

Not Met

1903.C.: Indoor and outdoor areas shall be free of hazards.

Finding:

1903.C. Based on observations on 1/9/19, the indoor area were not free of hazards as evidenced by in the 1st classroom 2 of 4 outlets did not have outlet covers on them. There were no children in the classroom during the inspection.

1905.B.9.: NTC - Lighted Entrance and Drop Off

Not Met

1905.B.9.: The center's entrance and drop off zones shall be well lighted during hours of operation.

Finding:

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1905.B.9. Based on observations on 1/8/19 at 9:00 pm the center's entrance and drop off zones were not well lighted during hours of operation as evidenced by L/S conducted a nighttime visit and no lights were on outside the center.

1907.A.1.&2.: High Chairs

Not Met

1907.A.1.&2.:

1. The high chair manufacturer's restraint device shall be used when children are sitting in a high chair.
2. Children who are either too small or too large to be restrained using the manufacturer's restraint device shall not be placed in a high chair.

Finding:

1907.A1: Based on observation on 1/9/19, the high chair manufacturer's restraint device was not in the high chair sitting in the 1st classroom. S2 stated that they did not have the restraints and that the chair was not in use anymore and placed the chair on the outside.

1907.C.1.: Sleeping Arrangements

Not Met

1907.C.1.: Individual and appropriate sleeping arrangements shall be made available for each child age one and older.

Finding:

1907.C.1. Based on observations on 1/9/19, there was not individual and appropriate sleeping arrangements provided for C4 a 2 yr old as C4 was observed sleeping on the floor in the 2nd classroom.

1919.D.2.: Food Service and Nutrition - Choking Hazards

Not Met

1919.D.2.: Children under age 4 shall not have foods that are implicated in choking incidents. Examples of these foods include but are not limited to: whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than what can be swallowed whole.

Finding:

1919.D.2. Based on observations on 1/9/19, S2 provided children under age 4, C1, C2, C3 and C4 whole purple grapes. L/S advised S1 and S2 that children under 4 could not have whole grapes as they are implicated in choking incidents.

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 on 1/9/19, S1 has a basic emergency plan however it does not include specific procedures for handling infants through two year olds, including food and formula; include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs; include a system to account for all children; include a system, and a back-up system, for contacting parents and authorized third party release caretakers.