

## Statement of Deficiencies

### 713.A.: Office of Public Health, State Fire, City Fire Approval

Not Met

713.A.: Annual licensing inspections by the department, current approvals by the Office of Public Health, Office of State Fire Marshal, and city fire (if applicable), and academic approval by the department (if type III center) shall be required before the expiration of an existing license. However, if a center has documentation establishing that the center requested an inspection by the Office of Public Health or the Office of State Fire Marshal prior to the expiration of the existing license, these approvals may be submitted to the department within 90 calendar days of the date of the license renewal.

#### Finding:

713.A. Based on record review: S5 lacked documentation of a current annual inspection and approval from Office of Public Health. The date of the last approval is 12/18/2017. S5 showed documentation that the Office of Public Health inspection was paid for on 11/29/2018, however there is no documentation that an inspection was completed prior to the expiration of the previous Office of Public Health inspection.

### 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:

The provider's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as evidenced:  
On 9/24/2018, 22 of 31 children present did not have a departure time; 18 of 31 did not have the name of the person to whom the child was released.  
On 9/25/2018, 4 of 15 children present did not have a departure time.  
On 9/27/2018, 13 of 13 children present did not have a departure time; 3 of 13 did not have the name of the person to whom the child was released.  
On 9/26/2018, 22 of 27 children present did not have a departure time; 16 of 27 did not have the name of the person to whom the child was released.

### 1509.A.7.: Parental Involvement Policy

Not Met

1509.A.7.: Parental Involvement Policy

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day.

#### Finding:

1509.A.7. Based on record review: The Provider did not have a policy offering Parents a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day. There is no written documentation of a parental involvement policy. S5 stated that parental activities are offered monthly, however there is no written policy.

### 1515.A.1.: Child Records and Cumulative Files

Not Met

1515.A.1.: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
  - a. name of child, date of birth, sex, date of admission;
  - b. name of parents and the home address of both child and parents;
  - c. phone numbers where parents may be reached while child is in care;
  - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
  - e. name and telephone number of child's physician, if applicable;
  - f. name and telephone number of the child's dentist, if applicable;
  - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;

#### Finding:

1515.A.1. Based on record review:

On 1/9/2019, 2 of 7 children's records reviewed did not contain a Child's Information Form. There was no documentation of a cumulative file for C1 and C4 accessible at time of licensing visit. S5 stated that C1 is her child and C4 is S2's child. S5 stated that she did not know that she needed a file for C1 and C4 because the parents of both children work in the center.

### 1711.C.: Posted Child to Staff Ratio in Classroom

Not Met

1711.C.: The department's form noting required child-to-staff ratios shall be posted in each room included in the center's licensed capacity.

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### Finding:

1711.C. Based on observations/record review: The provider failed to post the child-to-staff ratio in each room included in the center's licensed capacity. There was no child-to-staff ratio posted in room one. Corrected at time of visit.

### 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: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each staff member, S2, S4, and S7, prior to the person being present at the center or performing services. There was no documentation of a CCCBC-based determination at time of licensing visit on 1/9/2019.

Staff sign in records show that S2 worked in the center without a CCCBC-based determination on the following dates:

S2: 11/1/18 - 11/2/18, 11/5/18 - 11/9/18, 11/19/18 - 11/21/18, 11/26/18 - 11/30/18, 12/3/18 - 12/7/18, 12/10/18 - 12/14/18, 12/17/18 - 12/21/18, 12/31/18 - 1/4/19, and 1/7/19 - 1/9/19. Specialist observed S2 leave the premises at 11:25am on 1/9/2019.

On 1/18/2019, based on record review of staff sign in, S2 worked in the center without a CCCBC-based determination on additional dates:

S2: 1/10/2019 - 1/11/2019, 1/14/2019, and 1/16/2019.

On 1/18/2019, at time of licensing visit, specialist observed S2 on premises. S5 stated that S2 was present for the "Parent Breakfast" event. S2 was not signed in on the staff daily attendance log. S5 was advised again that staff can not be working on premises without a Provisional or Eligible CCCBC determination of eligibility for child care purposes from the department. Specialist observed S2 leave the premises at 9:35am.

Staff sign in records show that S4 worked in the center without a CCCBC-based determination on the following dates:

S4: 11/1/18 - 11/2/18, 11/5/18 - 11/9/18, 11/19/18 - 11/23/18, 11/26/18 - 11/30/18, 12/3/18 - 12/7/18, 12/10/18 - 12/14/18, 12/17/18 - 12/21/18, 12/31/18 - 1/4/19, and 1/7/19 - 1/9/19. Specialist observed S4 leave the premises at 11:25am.

Staff sign in records show that S7 worked in the center without a CCCBC-based determination on the following dates:

S7: 11/1/18 - 11/2/18, 11/5/18 - 11/9/18, 11/16/18 - 11/21/18, 11/26/18 - 11/30/18, 12/3/18 - 12/7/18, 12/10/18 - 12/14/18, 12/17/18 - 12/21/18, 1/2/19 - 1/4/19, and 1/7/19 - 1/9/19.

### 1811.A.&B.: Requests for CCCBC-Based Determinations of Eligibility

Not Met

1811.A.&B.: A. An early learning center or an entity identified in §1809 shall request and obtain from the department a new CCCBC-based determination of eligibility for child care purposes for each required person:

1. prior to the person being present or performing services at the center when children are present; and
2. not less than once during a five-year period.

B. An early learning center or an entity identified in §1809 shall not be required to request and obtain from the department a new CCCBC-based determination of eligibility for child care purposes for a required person, and instead shall be able to request and obtain from the department the person's CCCBC-based determination of eligibility provided to another in-state child care provider or entity identified in §1809, if:

1. a child care provider within the state or an entity requested and obtained a CCCBC-based determination of eligibility for child care purposes from the department for the person within the past five years, while the person was seeking employment or employed by a in-state child care provider or seeking to provide or providing services at an early learning center in Louisiana for an entity;
2. the department provided to the initial requesting child care provider or entity a CCCBC-based determination indicating the person was eligible for child care purposes; and
3. the person is still employed by a child care provider within the state, or is still providing services in an early learning center within the state for an entity, or has been separated from a child care provider within the state or an entity for less than 180 consecutive days.

### Finding:

1811.A&B. Based on record review: S5 did not request and obtain from the department, a new CCCBC-based determination of eligibility (CCCBC) for 1 of 7, S7, child care staff. S5 did not obtain from the department, a new CCCBC-based determination of eligibility (CCCBC) for 6 of 7 child care staff prior to 11/01/2018. (S1, S2, S3, S4, S5, and S6)

### 1901.O.: Alcohol, Tobacco, etc. Prohibited

Not Met

1901.O.: The center shall prohibit the use of alcohol and tobacco and the use or possession of illegal substances, unauthorized potentially toxic substances, fireworks and firearms, and pellet and BB guns on the center premises and notice to this effect shall be posted.

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**Finding:**

1901.O. Based on record review:

On 1/9/2019, The Provider lacked a posted notice that prohibits the use of alcohol, tobacco and the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, pellet or BB guns (loaded or unloaded) on the child care premises. S5 stated that it may have been moved by mistake. Corrected at time of visit.

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**1901.P.: Staff Personal Belongings**

**Not Met**

1901.P.: The personal belongings of center staff members shall be inaccessible to children.

**Finding:**

1901.P. Based on observations: The personal belongings of center staff members was accessible to children. On 1/9/2019, specialist observed S3's purse in building three (room 5) on a table that was accessible to the 4 one year olds present. Corrected at time of visit.

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**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 record review: The Provider did not post a current 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General. The last posted newsletter is dated July - September 2017.

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**1903.C.: Free of Hazards**

**Not Met**

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

**Finding:**

1903.C. Based on observations:

The indoor area was not free of hazards. On 1/9/2019, specialist observed two unplugged sockets in room two. The electrical outlet was missing a cover that allows access to the electrical wiring in the wall that is accessible to the 21 children present. Corrected at time of visit.

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**1903.E.6.: Outdoor - Crawlspace**

**Not Met**

1903.E.6.: Crawlspace and mechanical, electrical, or other hazardous equipment shall be made inaccessible to children.

**Finding:**

1903.E.6. Based on observations: Crawlspace and mechanical, electrical, or other hazardous equipment is not inaccessible to children.

On 1/9/2019, specialist observed broken wooden boards under building one that allows mechanical, electrical, or other hazardous equipment to be accessible to the 21 children present.

Specialist also observed broken wooden boards under building two (room three) that allows mechanical, electrical, or other hazardous equipment to be accessible to the 21 children present. S5 stated that she would get maintenance to repair both areas as soon as possible.

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**1911.E.: Daily Reports for Infants**

**Not Met**

1911.E.: Daily Reports for Infants. Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

**Finding:**

1911.E. Based on record review:

On 1/9/2019, the provider lacked a daily written report for 3 of 3 infants in the infant room with S2. No daily reports was accessible at time of specialist's walk through. S5 stated that S2 did not have time to start any reports prior to licensing arrival.

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**1919.J.: Bottled Formula/Breast Milk Properly Labeled**

**Not Met**

1919.J.: Bottled formula/breast milk for infants shall be labeled with the child's name.

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**Finding:**

1919.J. Based on observations: On 1/9/2019 an infant, in the infant room with S2, did not have bottle formula/breast milk labeled with the child's name.

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