

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/observations: The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 22 children were present and 2 children were signed in on the log.

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 interview(s): The Provider did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure. S1 stated that she did not have her sign in sheet.

1707-B.1&2: Required Staffing - Staff in Charge

Not Met

1707-B.1&2: When the director or director designee is not on the premises due to a temporary absence or during night time care hours, there shall be an individual appointed as staff-in-charge.

1. The staff-in-charge shall be at least age 21.
2. The staff-in-charge shall have the authority to respond to emergencies, inspections, parental concerns, and have access to all required information.

Finding:

1707-B.1&2: Based on interviews: When the Director or Director Designee is not on the premises due to temporary absence, there was not an individual at least 21 years of age appointed as Staff-in-Charge who is given the authority to respond to emergencies, inspections/inspectors, and parental concerns and have access to all required information. Specialist arrived at the center at 8:30 AM and found tht S1 was not present. Specialist inquired with staff present where documentation was and no staff was aware. S2 called S1 by phone and S1 stated that the staff are not aware of where she files the paperwork. S1 came to the center to complete the inspection. S1 stated that she does not leave the center often; however, she was sick on today. Specialist advised S1 that she is required to assign a staff as her staff in charge in case of her absence

1711-A-B-D-G: Child to Staff Ratio

Not Met

1711-A-B-D-G: A. Child to staff ratios are established to ensure the safety of all children.

B. Minimum child to staff ratios shall be met at all times.

1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
 2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- D. Minimum Child to Staff Ratios for Type II and Type III centers:

Ages of Children	Ratio
Infants under 1 year	5:1
1 year	7:1
2 years	11:1
3 years	13:1
4 years	15:1
5 years	19:1
6 years and up	23:1

G. Mixed Age Groups - Minimum Child to Staff Ratios

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

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Finding:

1711-A-B-D-G Based on observations: The Provider failed to meet the required child to staff ratio for children of the following ages: 7 children age 3 to 4 with no staff. The required ratio for children of this age is 14 children per 1 staff person. Upon arrival, Specialist observed a class of 7 children aged 3 to four in a classroom watching television with no staff present. S2 stated that she was supervising this class; however, S2 was observed in the kitchen preparing breakfast upon Specialist arrival. S2 stated that she stepped away from the class briefly.

1713-A&B&C: Supervision

Not Met

1713-A&B&C:

A: Children shall be supervised at all times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.

B: Children shall not be left alone in any room, (except the restroom as indicated in Subsection G), outdoors, or in vehicles, even momentarily, without staff present.

C: A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

Finding:

1713-A.&B: Based on observation and interview: Children were not under supervision at all times as 7 children aged 3 to 4 were left unsupervised while S2 went to the kitchen to serve breakfast. S2 stated that she stepped away from the class to answer the door only; however, upon arrival, Specialist observed S2 in the center kitchen. During this time, there was no staff present with or in a position to observe these children. S2 stated that she stepped away from the class briefly.

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 Provider 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, reason for leaving, for staff: S4.

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:
copy of a state or federal government issued photo identification;

Finding:

1715-A.2 Based on record review: The center did not have a copy of S4 and S5's State or federal government issued photo identification available for review.

1715-A.5: State Central Registry

Not Met

1715-A.5: Personnel files for each staff member shall be maintained at the center and shall include the following:

documentation of a current, completed state central registry disclosure form indicating no justified (valid) finding of abuse or neglect by the DCFS, or a current determination from the DCFS indicating that the individual does not pose a risk to children.

Finding:

1715-A.5: Based on record review and interview: Provider failed to have documentation of a completed state central registry disclosure form (SCR 1) prior to an individual being present in or providing services to the center on site and available for review at the center(1705.A). 2 of 6 staff, S4 and S5 failed to have documentation of the completed form. Staff were on the premises on January 10, 2018 as observed by the Specialist. Specialist found that S1 also failed to sign S2, S3, and S5's SCR1 forms after the staff completed the form.

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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, Department of Education, Office of Early Childhood staff and local school district staff:

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 of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1717.A.1.2.3: Based on record review: The center did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center for O1, O2, O3, O4 and O5
The center did not have documentation of a current fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor O1 who was present in the center October 30, 2017, O2 who was present in the center on various days from November 3, 2017 through January 3, 2018, O3 who was present in the center on November 6 and 30, 2017, O4 who was present November 6, 2017 and O5 who was present in the facility various days from November 7, 2017 through December 14, 2017. Specialist found that while the center did have a copy of O2 and O5's CDCs, they had expired March 7, 2017 and July 6, 2017 respectively. The center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include language stating that the contractor was accompanied by the staff member at all times while on the premises and the signature of the accompanying staff member for O1, O2, O3, O4, or O5.

1719-A.-B.: Orientation Training

Not Met

1719-A.-B.: Within seven calendar days of date of hire, 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,

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;

Finding:

1719-A.-B. Based on record review: Provider lacked documentation that 4 of 6 staff, S3 S4, S5, and S6, received orientation within 7 days of hire and additional orientation within thirty days of date of hire.

1723-A.&B.: CPR Certification

Not Met

1723-A.&B.: A - Infant and child CPR - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in infant and child CPR.

B - Adult CPR - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in adult CPR.

Finding:

1723-A: Based on record review, observations and interview: The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children or at least four staff on the premises and accessible to children, whichever is less, have current certification in infant and child CPR. 1 of 5 staff had documentation of this certification. S1 stated that this training has been scheduled.

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1723-C.-D.: Pediatric First Aid

Not Met

1723-C.-D.:

C. Pediatric First Aid - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in Pediatric First Aid.

D. Certification - A copy of the certification for each such staff member shall be on-site at all times and available for inspection by the Licensing Division.

Finding:

1723C&D: Based on interview, record review, and observations: The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children or at least four staff on the premises and accessible to children, whichever is less, have current certification in Pediatric First Aid. 1 of 5 staff had documentation of this certification. S1 stated that this class has been scheduled.

1901-C: End-of-Day Check

Not Met

1901-C: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

Finding:

1901-C Based on record review/interview(s): The Provider did not document that the entire center and play yard is checked after the last child departs to ensure that no child is left unattended at the center. Specialist found that on January 10, 2018, the last documented visual check of the center was December 11, 2017. S1 stated that this is her responsibility; however, she forgot to do it.

1901-I: Microwave Ovens, Bottle Warming Devices, Crock Pots

Not Met

1901-I: Microwave ovens, bottle warming devices and crock pots are prohibited in areas accessible to children.

Finding:

1901-I Based on observations: The Provider has a bottle warming devices areas accessible to children as a bottle warmer was observed in the infant room.

1907-E.2: Cribs Free of Toys and Other Soft or Loose Bedding

Not Met

1907-E.2: Cribs shall be free of toys and other soft or loose bedding, including comforters, blankets, sheets, bumper pads, pillows, stuffed animals and wedges when the child is in the crib.

Finding:

1907-E.2 Based on observations: The center's cribs were not free of toys or other soft or loose bedding (including blankets) while the child was in the crib as Specialist observed an infant in a crib with a loose blanket. S3 corrected prior to Specialist departure.

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 observations/interview(s): The provider lacked a daily written report for 2 of 2 infants. Specialist requested to view the Daily report for infants and S3 stated that she had not yet completed it.

1911-K: Hand Washing

Not Met

1911-K: Staff and children shall wash their hands using soap at least at the following times: upon arrival at the center, before preparing or serving meals, before giving medication, after playing in water used by more than one person, after toileting, after helping a child use a toilet or changing diapers, after wiping noses or cleaning wounds, after handling pets and other animals, after playing in sandboxes, before eating meals or snacks, upon coming in from outdoors, after cleaning or handling garbage and anytime hands become soiled with body fluids, such as urine, saliva, blood or nasal discharge.

Finding:

1911-K Based on observations: Staff did not wash their hands with soap and water as needed. Specialist observed that S1 failed to wash her hands

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upon arrival to the center. Specialist also observed that S3 failed to wash her hands with soap and water after each diaper change. Specialist observed that S3 changed a child's diaper while wearing gloves. Specialist observed S3 remove the gloves and immediately put on a new pair to change another diaper without washing her hands with soap and water before doing so. Children did not wash their hands with soap and water as needed. Specialist observed that children's hands were not washed upon arrival at the center.

1915-B.&C: Health Services - Parental Notification

Not Met

1915-B.&C:

B. Reporting. Incidents, injuries, accidents, illnesses, and unusual behavior shall be documented and reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence.

C. Immediate Notification. The parent shall be immediately notified in the following circumstances:

1. blood not contained in an adhesive strip;
2. head or neck or eye injury;
3. human bite that breaks the skin;
4. animal bite;
5. impaled object;
6. broken or dislodged teeth;
7. allergic reaction skin changes (e.g. rash, spots, swelling, etc.);
8. unusual breathing;
9. symptoms of dehydration;
10. temperature reading over 101° oral, 102° rectal, or 100° axillary; or
11. injury or illness requiring professional medical attention.

Finding:

1915-B&C: Based on record review: The Provider did not have documentation of immediate notification to the parent when a child sustained a head injury. Specialist reviewed documentation for incidents that occurred on May 22, 2017, July 25, 2017, August 18, 2017, and September 13, 2017 and found that no time of parental notification was documented.

1919-A&B: Food Service and Nutrition - Menu

Not Met

1919-A&B: All meals and snacks provided by the center, and their preparation, service and storage, shall meet the requirements for meals of the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and 7 C.F.R. 226.20 and the Louisiana Sanitary Code, Title 51, Part XXIII, found at LAC 51:XXXIII. For the current CACFP meal patterns, contact the Louisiana Department of Education, Division of Nutrition Support.

The weekly menu shall:

1. be planned for each day of the week and list the specific food items served;
2. be prominently posted by the first day of each week and remain posted throughout the week; and
3. have substitutions or additions posted on or near the menu.

Finding:

1919-A&B: Based on observation and interview: The Current weekly menu listing specific food items served for each day of the week was not prominently posted by the first day of each week and remain posted throughout the week. S1 corrected prior to Specialist departure.

1921-C: Evacuation Pack

Not Met

1921-C: Evacuation Pack. The center shall have an evacuation pack, the location of which is known to all staff, that at a minimum shall contain:

1. a list of area emergency phone numbers;
2. a list of emergency contact information and emergency medical authorization for all enrolled children;
3. an emergency pick up form;
4. first aid supplies, hand sanitizer, wet wipes, and tissue;
5. diapers for children who are not toilet trained and plastic bags for diapers;
6. a battery powered flashlight and radio and batteries;
7. food for children under the age of 4, including infant food and formula; and
8. disposable cups and bottled water.

Finding:

1921-C Based on observations/interview(s): Based on observations, the provider failed to have a completed evacuation pack. The provider failed to

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have the following: a list of area emergency phone numbers, a list of emergency contact information and emergency medical authorization for all enrolled children, an emergency pick up form, first aid supplies, hand sanitizer, wet wipes, and tissue, diapers for children who are not toilet trained and plastic bags for diapers, a battery powered flashlight and radio and batteries, food for children under the age of 4, including infant food and formula, disposable cups and bottled water. S1 stated that the center does have an emergency evacuation pack; however, she could not locate it at time of inspection.
