

Statement of Deficiencies

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 at 9:43AM, S4 failed to ensure that the daily attendance records for staff and owners accurately reflected the staff members and owners on the center premises at any given time as evidenced by staff/owner attendance logs for S1, S2, S3, S4, S5 and S6 were not documented on the following dates 09/18/19 - 09/20/19, 10/14/19 - 10/18/19, 10/28/19 - 12/06/19 and 01/07/20 - 01/10/20.

Corrective Action Plan: S1 stated she will make sure all staff sign in daily by checking the staff attendance log at the end of the day.

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.A.1.&3: Based on record review and interviews at 10:40AM, S4 failed to have a personnel file for S2 and S3 which included 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

S2 was hired on 10/21/19 and S3 was hired on 09/19/19.

Corrective Action Plan: S4 stated she will complete the files for S2 and S3 as well as any new staff upon employment at the center.

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:

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1719.A&B: Based on record review at 9:30AM, S2 and S3 failed to have orientation training within seven calendar days and of the first day at the center. S2 was hired on 10/21/19 and S3 was hired on 09/19/19.

S2 and S3 failed to have orientation to the additional policies and practices within 30 calendar days of date of hire.

Corrective Action Plan: S4 stated she will make sure that all new staff have orientation within the seven and thirty days.

1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807.C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

Finding:

1807-C. Based on record review and interviews at 10:53AM, S4 failed to obtain a CCCBC-based determination of eligibility for child care purposes from the department for O1 who was on the premises on 12/02/19. The visitor's log showed that O1 was on the premises. There was no evidence that the staff was accompanied by staff not counted in the ratio.

Corrective Action Plan: S4 stated she will check the eligibility of all visitors and contractors when they arrive at the center.

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 and interviews at 10:53AM, S4 failed to obtain a CCCBC-based determination of eligibility for child care purposes from the department for S2 prior to the staff working on the premises as evidenced by S2 was hired and began working at the center on 10/21/19.

Corrective Action Plan: S4 stated she will make sure all staff have a CCCBC-based determination of eligibility before they come to the daycare center.

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 at 10:18AM, S4 failed to 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. S4's visual check of the center log was not documented from 10/25/19 - 12/20/19.

Corrective Action Plan: S4 stated she will make sure that the center is checked after the last child depart.

1915.A.: Health Services - Observation

Not Met

1915.A.: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

Statement of Deficiencies

Finding:

1915.A. Based on record review at 10:00AM, S4 failed to document observations, when something is observed, noted on children upon arrival to the center. Results including an explanation from parent and/or child were not documented. S4 failed to have documentation that health observations were conducted from 01/04/20 - 01/15/20.

Corrective Action Plan: S4 stated all of the children are observed when they enter the center but she will make sure that the health observation log is documented daily.
