

Statement of Deficiencies

5305-B: Liability Insurance

Not Met

5305.B. The provider shall maintain in force at all times current commercial liability insurance for the operation of a center to ensure medical coverage for children in the event of accident or injury. The provider is responsible for payment of medical expenses of a child injured while in the provider's care. Documentation shall consist of the insurance policy or current binder that includes the name of the child care facility, physical address of the facility, name of the insurance company, policy number, period of coverage and explanation of the coverage.

Finding:

7305.B (OLD TAG #5305.B). The Provider lacked required documentation of current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury. THE CENTER ALSO DID NOT HAVE A COPY OF THE DECLARATION PAGE WHICH SHOWS HOW MANY CHILDREN ARE COVERED FOR THIS CENTER. THIS INFORMATION IS KEPT AT THE SCHOOL BOARD OFFICE AND COULD NOT BE ACCESSED BY THE SPECIALIST.

5306-F: Discipline

Not Met

5306.F. The provider shall establish a policy in regard to methods of discipline. Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited. This written posted policy shall clearly state ALL types of positive discipline that are used and that the following methods of discipline are prohibited:

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.
- Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves
- No child or group of children shall be allowed to discipline another child.
- When a child is removed from the group for disciplinary reasons, he shall never be out of sight of a staff member.
- No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

Finding:

7306.F. (OLD TAG #5306.F.) Neither the center's posted discipline policy nor the revised parent's handbook for the 2007 - 2008 school year clearly stated ALL types of positive discipline that are used and all methods of discipline that are prohibited.

* The specifics of what would be used was not listed.

5306-H: Complaint Procedure

Not Met

5306.H. Parents shall be advised of the licensing authority of the Bureau along with the current telephone number and address. Parents shall also be advised that they may call or write the Bureau should they have significant, unresolved licensing complaints. This written policy as well as the current telephone number and address of the Bureau shall be posted.

Finding:

7306.H. (OLD TAG #5306.H.) Center's revised parent's handbook for the 2007 - 2008 school year did not include a written policy to include the current telephone phone number and address of the Bureau and a statement advising parents of the licensing authority of the Bureau and that parents may call or write the Bureau should they have significant, unresolved licensing complaints. Child Care Licensing and Regulatory Section, P.O. Box 3078, Baton Rouge, LA 70821 (225) 342- 9905.

5306-I: Open Door Policy

Not Met

5306.I. Parents shall be informed that they are welcome to visit the center anytime during regular hours of operation as long as their child is enrolled. This written policy shall be posted.

Finding:

7306.I. (OLD TAG #5306.I.) Center's revised parent's handbook for the 2007 - 2008 school year did not include a written policy advising parents that they may visit the center anytime during regular hours of operation as long as their child is enrolled.

Statement of Deficiencies

5306-J: Non-Discrimination Policy

Not Met

5306.J. Discrimination by child care providers on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry or whether the child is being breastfed is prohibited. This written policy shall be posted.

Finding:

7306.J. (OLD TAG #5306.J.) Center's revised parent's handbook for the 2007 - 2008 school year did not include a written posted policy that states that discrimination on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry, or whether the child is being breastfed is prohibited.

5311-A.1: Staff Information Form

Not Met

5311.A.1. A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include an application and/or a staff information form with the following:

- name
- date of birth;
- address and telephone number;
- previous training/work experience;
- educational background; and
- employee's starting and termination date.

Finding:

7311.A.1 (OLD TAG #5311.A.1.) The Provider did not have an application/staff information form for 2 of 6 staff.

5311-A.2: Reference Checks

Not Met

5311.A.2. A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include documentation of three current, positive reference checks or telephone notes signed and dated. These references shall be obtained from persons not related to the employee.

Finding:

7311.A.2. (OLD TAG #5311.A.2.) Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for 3 of 3 newly hired staff.

5311-A.4: Health Statement

Not Met

5311.A.4. A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include a written statement of good health signed by a physician or designee. Health statement dated within three months prior to offer of employment or within one month after date of employment is acceptable. A health statement is required every three years. Originals shall be presented upon request.

Finding:

7311.A.4 (OLD TAG #5311.A.4.) Health records to include documentation of good health, signed by a physician or designee were not available for 2 of 6 staff.

Statement of Deficiencies

5312-D.1: Continuing Education

Not Met

5312.D.1. The director shall provide opportunities for continuing education of staff through attendance at child care workshops or conferences, for paid and non-paid staff who are left alone with children, or who have supervisory or disciplinary authority over children. The child care staff, excluding foster grandparents, shall obtain 12 clock hours of approved training per center's anniversary year in job related subject areas. At least three of the 12 clock hours of training for directors/director designees shall be in administrative issues. Documentation shall consist of attendance records or certificates received by staff. This is in addition to the required training hours from the Department of Health and Hospitals, pediatric first aid and infant/child/adult CPR. Medication administration training by a Child Care Health Consultant may count toward fulfilling three of the mandated 12 hours of continuing education training. All training shall have prior approval by the Department of Social Services. Original certificates shall be made available upon request.

Finding:

NEW**

7312.D.1 (OLD TAG #5312.D.1.) There was no documentation that paid and non-paid staff, 2 OF 5 STAFF , who are left alone with children, or who have supervisory or disciplinary authority over children have obtained 12 clock hours of approved training per center's anniversary year. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR.
