

Statement of Deficiencies

1103-A-E: Critical Incidents and Required Notification

Not Met

1103-A-E: An early learning center shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:

1. death;
 2. serious injury or illness that required medical attention;
 3. reportable infectious diseases and conditions listed in LAC 51.II.105; and
 4. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.
- B. The parent shall be contacted immediately following any immediate notifications made under Subsection A.
- C. The Licensing Division and other appropriate agencies shall be notified via email within 24 hours of the incident.
- D. The Licensing Division shall be notified by written report within 24 hours of the incident or the next business day. This written notification shall be made on the Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form.
- E. Reporting deadlines may be adjusted in the event of a natural catastrophe and/or disaster, as determined by the Department.

Finding:

1103-A-E Based on record review/interview(s) the center's staff failed to notify the Division of Licensing by written report within 24 hours of the incident or by the next business day of an incident that occurred on 11/15/17 where C1 choked on an apple during breakfast requiring staff and a parent to intervene. Based on S2's stated C1 was eating breakfast and playing in his seat when he stopped talking. S2 stated that she realized that C1 was choking and she then picked him up and patted him on the back. S2 stated that a parent came over and pulled a piece of apple out of C1's mouth. S1 provided a completed critical incident form, but stated that the form was not sent to licensing. S1 stated that she submitted the form to the head start main office for review.

S2 failed to immediately notify Emergency Personnel of the following critical incident listed above.

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 daily attendance log for children did not include the time of arrival and departure of each child as the specialist arrived at 11:45 on 01/26/18. Specialist found the center to be dark but cars in the parking lot. Specialist contacted S4 who stated that the center was on a field trip. S1 and S2 left the center at 8:39 am and returned to the center with the children at 1:42 pm. The daily attendance log does not reflect the children leaving and returning to the center.

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 the center's staff and director's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by S2 was not present during inspection, but was signed in as present. S1 stated that S2 was present, but left the center at 12:00 pm to attend a training. Also attendance record provided for S3 on 01/24/18 did not include S3's time in and out on the premise.

S2 states that on 11/15/17 that S4 was present at the center, based on the time and attendance documentation provided by S1 on 01/24/18, S4 was not signed in. S1 provided a completed time and attendance record on 01/26/18 for S4 documenting that S4 was present on the premise on 11/15/17 from 7:00 am-2:00 pm.

Based on the field trip record dated 01/26/18 S1 and S2 left the center at 8:39 am and returned at 1:42 pm, the daily attendance for 01/26/18 does not reflect the leaving and returning of the staff.

S1 stated that during the months of August -September, she did leave the center to go to lunch, but that she did not sign in and out.

Statement of Deficiencies

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.

Finding:

1711-A-B-D-G Based on interviews the center failed to meet the required child to staff ratio as seventeen 3-4 year olds were being supervised by 1 staff. Based on S1's and S2's statement, S1 was not present on 11/15/17 as she was attending training. S2 stated that no other staff was present in the classroom, S2 stated that S4 was present but in the kitchen. Based on the average for this combined group the required ratio for children ages 3-4 combined is 14 children per 1 staff person. The needed one additional staff member present in the room to meet ratio.

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 center did not have an application/staff information form to include training, work experience, educational background, and hire date: S1 provided a volunteer application for S3. The application provided did not include all required information, other documents provided by S1 for S3 also did not include the missing information. S1 was advised that S3, although a volunteer, if working as a teacher's aide, she is considered as staff. S1 was advised that all staff whether paid or non-paid require a complete staff file.

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 interview(s) the center did not have a copy of S3's State or federal government issued photo Identification available for review.

1715-A.4: Criminal Background Check

Not Met

1715-A.4: Personnel files for each staff member shall be maintained at the center and shall include the following:

documentation of a fingerprint based satisfactory criminal background check

Finding:

1715-A.4 Based on interview(s) documentation of a satisfactory fingerprint based criminal background check (CBC) was not available for 1 of 3 staff present on 01/24/18, prior to the individual(s) being present in the childcare facility (1703.A) S3's date of hire is 10/20/17 CBC has not been completed as of 01/24/18. S3 was observed present and working in the center on 01/24/18. Dates of attendance for October and November were not available to view as S1 stated that the attendance sheets are not kept at the center. S1 did provide an attendance sheet for S3 for the month of December 2017.

Statement of Deficiencies

The attendance sheet dated 12/01/17-12/31/17 shows that S3 was present in the center on 12/04/17, 12/12/17, 12/13/17, 12/15/17, 12/16/17, 12/18/17, and 12/19/17.

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 interview(s) S1 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). 1 of 3 staff present on 01/24/18, S3 failed to have documentation of the completed form. Staff was on the premises on 12/04/17, 12/12/17, 12/13/17, 12/15/17, 12/16/17, 12/18/17, 12/19/17 and 01/24/18 as verified by staff attendance logs.

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 S1 lacked documentation that S3, volunteer, received orientation within seven calendar days of date of hire, and prior to assuming sole responsibility for any children, each staff member shall receive orientation; the center also lacked documentation that S3 received orientation within thirty days of date of hire.