

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: Provider failed to have a Critical Incident form for use to document critical incidents. Provider corrected during licensing visit.

1503-D: Waiver of Liability

Not Met

1503-D: Parents shall not be required to waive the center's responsibility.

Finding:

1503-D Based on record review: Parents are required to waive the provider's responsibility in the event of an accident or injury as documented on Release of Medical/Injury Liability form located in child enrollment packet.

1507-E: Daily Attendance Records - Visitors

Not Met

1507-E: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

Finding:

1507-E Based on record review:
The Provider failed to have a form to document the daily attendance record for Visitor's to include first and last name, date of visit, arrival and departure times, and purpose of the visit. Provider corrected during licensing visit.

1509-A.4: Disclosure of Information Policy

Not Met

1509-A.4: Disclosure of Information Policy that provides notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's website.

Finding:

1509-A.4 Based on record review: The center did not have a Policy/Procedure to provide notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's website. Owner corrected and posted policy during licensing visit.

1509-A.5: Complaint Policy

Not Met

1509-A.5: Complaint Policy
Parents shall be advised of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

Finding:

1509-A.5 Based on record review:
Provider did not have a policy/procedure to advise Parents of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints. Owner corrected and posted policy during licensing visit.

Statement of Deficiencies

1509-A.6: Parental Access Policy

Not Met

1509-A.6: Parental Access Policy

Parents shall be allowed to visit the center anytime during its regular hours of operation and when children are present.

Finding:

1509-A.6 Based on record review:

The Provider did not have a written policy allowing parents to visit the center anytime during regular hours of operation and when children are present.

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.

1509-A.8. a-b: Behavior Management Policy

Not Met

1509-A.8. a-b: Behavior Management Policy

Each center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center.

The behavior management policy shall prohibit children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Finding:

1509-A.8. a-b Based on record review:

The Provider did not have a behavior management policy that clearly states ALL methods of discipline that are prohibited. Current policy did not include:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Provider corrected during licensing visit.

Statement of Deficiencies

1509-A.9: Electronic Devices Policy

Not Met

1509-A.9: Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. Electronic device activities for children under age two are prohibited; and
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

Finding:

1509-A.9 Based on record review: The Provider did not have a written Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, are prohibited for children under are two and time allowed for electronic device activities for children ages two and above shall not exceed 2 hours per day.

1509-A.10: Computer Practices Policy

Not Met

1509-A.10: Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

Finding:

1509-A.10 Based on record review: The Provider did not have a written Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

1509-A.11: Programs, Movies and Video Games Policy

Not Met

1509-A.11: Programs, Movies and Video Games Policy

- a. Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- b. All television, video, DVD, or other programming shall be suitable for the youngest child present.
- c. "PG" programming or its television equivalent shall not be shown to children under age 5.
- d. "PG" programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- e. Any programming with a rating more restrictive than "PG" is prohibited.
- f. All video games shall be suitable for the youngest child with access to the games.
 - i. "E10+" rated games shall be permitted for children ages 10 years and older.
 - ii. "T" and "M" rated games are prohibited.

Finding:

1509-A.11 Based on record review: The Provider did not have a Programs, Movies and Video Games Policy requiring: Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children. All television, video, DVD, or other programming shall be suitable for the youngest child present. PG programming or its television equivalent shall not be shown to children under age 5. PG programming shall only be viewed by children age 5 and above and shall require written parental authorization.

Any programming with a rating more restrictive than PG is prohibited. All video games shall be suitable for the youngest child with access to the games. E10+ rated games shall be permitted for children ages 10 years and older. T and M rated games are prohibited.

1511-A.1: Physical Activity Procedure

Not Met

1511-A.1: Physical Activity

- a. Children under age two shall be provided time and space for age appropriate physical activity for a minimum of 60 minutes per day.
- b. Children age two and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher led and free play.

Finding:

1511-A.1 Based on record review:

The Provider's current written procedures for children age two and older failed to include a minimum of 60 minutes of physical activity per day that includes a combination of both teacher led and free play. Owner corrected and posted during licensing visit.

Statement of Deficiencies

1511-A.2: Sleep/Rest Procedure

Not Met

1511-A.2: Sleep/Rest

- a. Infants shall be allowed to sleep according to their individual schedules
- b. Children under age 4 shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day.
- c. Children ages 4 and older shall be offered the opportunity for quiet time.

Finding:

1511-A.2 Based on record review:

The Provider's current written procedure failed to include a Sleep/Rest for children under age four having daily rest time of at least 75 minutes in programs operating more than 5 hours per day and for children age four and older being offered the opportunity for quiet time.

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:

Provider's current Child Membership registration form lacked the required information as the following information was omitted -- Child's birth date, sex, name and phone number of child's dentist(if applicable), any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, (if applicable), any special dietary restrictions or food allergies or intolerances (if applicable).

Provider corrected during licensing visit.

1515-A.2: Emergency Medical Treatment

Not Met

1515-A.2: Written authorization signed and dated by the parent to secure emergency medical treatment;

Finding:

1515-A.2 Based on record review: Provider's failed to have a form for parental authorization to secure emergency medical treatment.

Provider corrected during licensing visit

1709-B.1-6: Director Qualifications

Not Met

1709-B.1-6: The director/director designee shall have documentation of at least one of the following upon date of hire as director or director designee:

1. a bachelor's degree from an accredited college or university with at least 12 credit hours of child development or early childhood education or elementary education or a related field, and one year of experience in a licensed early learning center or comparable setting, subject to approval by the Licensing Division;
2. an Associate of Arts degree in child development or a closely related area, and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division;
3. a National Administrator Credential and one year experience in a licensed early learning center, or comparable setting, plus 6 credit hours in child care, child development or early childhood or 90 clock hours of training in child care, child development or early childhood, subject to approval by the Licensing Division;
4. a Child Development Associate Credential (CDA) and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division;
5. a diploma from a post-secondary technical early childhood education training program approved by the Board of Regents or correspondence course approved by the Licensing Division and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; or
6. three years of experience as a director or staff in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; plus six credit hours in child care, child development or early childhood education, or 90 "clock hours" of training approved by the Licensing Division. Up to three credit hours or 45 clock hours may be in management/administration education.

Finding:

Statement of Deficiencies

1709-B.1-6 Based on record review: The Center did not have a director that meets one of the following qualifications: 1. a bachelor's degree from an accredited college or university with at least 12 credit hours of child development or early childhood education or elementary education or a related field, and one year of experience in a licensed early learning center or comparable setting, subject to approval by the Licensing Division; 2. an Associate of Arts degree in child development or a closely related area, and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; 3. a National Administrator Credential and one year experience in a licensed early learning center, or comparable setting, plus 6 credit hours in child care, child development or early childhood or 90 clock hours of training in child care, child development or early childhood, subject to approval by the Licensing Division; 4. a Child Development Associate Credential (CDA) and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; 5. a diploma from a post-secondary technical early childhood education training program approved by the Board of Regents or correspondence course approved by the Licensing Division and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; or 6. three years of experience as a director or staff in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; plus six credit hours in child care, child development or early childhood education, or 90 "clock hours" of training approved by the Licensing Division. Up to three credit hours or 45 clock hours may be in management/administration education.

1711-C: Posted Child to Staff Ratio in Classroom

Not Met

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

Finding:

1711-C Based on observations: The Licensing Division form noting required child/staff ratios failed to be posted in each room included in the center's licensed capacity.

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 for S2 and S6.

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 S1, S2, and S6 State or federal government issued photo Identification available for review. S1 provided a copy of her photo identification during licensing visit. Photo identification is still needed for S2 and S6.

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 record review: Documentation of a satisfactory fingerprint based criminal background check (CBC) was not available for 5 of 6 staff, S2 and S6 date of hire, based on provider statement, is 01/2017; S3 date of hire is 8/1/2016; S4 date of hire is 8/30/2016; S5 date of hire is 1/2/2017. This is the initial licensing visit and there are no children present during visit. Provider did not have documentation to meet criminal background check waiver.

Statement of Deficiencies

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:

Provider failed to have documentation of a completed state central registry disclosure form (SCR 1) prior to an individual being hired and available for review at the center(1705.A). 2 of 6 staff, S2 and S6 failed to have documentation of the completed form. S2 and S6 date of hire, based on provider statement, is 01/2017; This is the initial licensing visit and there are no children present during visit.

1725-A.-D.: Medication Management Training

Not Met

1725-A.-D.: A. All staff members who administer medication shall have medication administration training.
B. Whether administering medication or not, each early learning center shall have at least two staff members trained in medication administration.
C. Such training shall be completed every two years with an approved Child Care Health Consultant.
D. A licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

Finding:

1725-A.-D. Based on record review: The provider did not have at least two staff members trained in medication administration whether the early learning center administers medication or not.

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:

The Provider failed to have form 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.
Provider corrected during licensing visit.

1901-D.-F.: Sex Offenders

Not Met

1901-D.-F.: An early learning center shall register with the Louisiana State Police Sex Offender Registry at www.lsp.org to receive updates when a sex offender moves within two miles of the center.
Centers shall not permit any individual convicted of a sex offense as defined in R.S. 15:541 to have physical access to the center.
The owner or director of an early learning center shall immediately notify law enforcement personnel and the Licensing Division if they have knowledge that a registered sex offender is on the premises of the center. The verbal report shall be followed by a written report to the Licensing Division within 24 hours.

Finding:

1901-D.-F. Based on interview(s): S5 stated the center has not registered with the Louisiana State Police Sex Offender Registry at www.lsp.org to receive updates when a sex offender moves within two miles of the center.

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 observations: The Provider failed to have 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General posted in the center during the licensing visit. Provider corrected and posted the Safety Box during the licensing visit.

Statement of Deficiencies

1907-C.1: Sleeping Arrangements

Not Met

1907-C.1: Individual and appropriate sleeping arrangements shall be made available for each child age one and older.

Finding:

1907-C.1 Based on observations:

There was not individual and appropriate sleeping arrangements provided for children age one and older as evidenced by lack of equipment. Per interview with S1, she stated there are no sleeping arrangements for children at this time.

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.

Finding:

1915-A Based on record review: The provider failed to have a form 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. Provider corrected during licensing visit.

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:

The provider failed to have a form for documentation of incidents of incidents, injuries, accidents, illnesses, and unusual behaviors. Provider corrected during licensing visit.
