

## Statement of Deficiencies

### 713.A: Office of Public Health, State Fire, City Fire, Office of Early Childhood approval

Not Met

713.A: Current approvals by the Office of Public Health, Office of State Fire Marshal, City Fire (if applicable), Office of Early Childhood and the Licensing Division shall be required before the expiration of an existing license.

#### Finding:

713.A Based on record review: The Provider lacked documentation of a current annual inspection and approval from Office of Public Health. The date of the last approval is 12/12/13. S1 could not locate documentation that an inspection was performed in 2014 or 2015.

### 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 record for 02/03/16 did not accurately reflect the children that were present as specialist observed 28 children present during walk through but daily attendance recorded showed a total of 65 children signed in. Based on S1's testimony there were approximately 26 children present on a field trip. There were 11 other children signed in and not accounted for based on the hand written signed in provided by S1. S1 center also has an electronic sign in that only shows children presently signed in, this system was also not accurate as S1 states that some parents are not signing in and out on the system as required.

### 2101-A.13: Appropriate Driver's License

Not Met

2101-A.13: The center shall maintain a copy of a valid appropriate Louisiana or other state-issued driver's license for all individuals who drive vehicles used to transport children, whether said drivers are staff members or contracted drivers.

#### Finding:

2101-A.13 Based on interview(s): The Provider lacked documentation that all individuals, whether said drivers are staff members or contracted drivers who drive vehicles to transport the children have a copy of a valid appropriate Louisiana or other state-issued driver's license. On 02/03/16 S1 allowed parents to transport children to a center planned field trip, S1 failed to obtain documentation of a valid driver's license for all driver's. S1 states that she was unaware of the requirements for parent transport. Based on review of the daily attendance record, the children were not signed out of the center by the parent's during this time, therefore the center was still responsible for the children.

### 2101-A.14: Vehicle - Liability Insurance

Not Met

2101-A.14: Centers shall maintain at all times current commercial liability insurance for the operation of center vehicles to ensure medical coverage for children in event of accident or injury. This policy shall extend coverage to any staff member who provides transportation for any child in the course and scope of his/her employment. The provider is responsible for payment of medical expenses of a child injured while in the center's care. Documentation shall consist of the insurance policy or current binder that includes the name of the early learning center, the name of the insurance company, policy number, period of coverage and explanation of coverage. If transportation is provided by parents for field trips or transportation is provided by contract, whether daily of field trip, a copy of the current liability insurance shall be maintained on file at the center.

#### Finding:

2101-A.14 Based on record review: Although the center was able to provide proof of current insurance on the center's van. S1 allowed parents to transport children to a center planned field trip on 02/03/16. S1 was not about to provided documentation that the driver's of each vehicle had valid insurance. Based on review of the daily attendance record, the children were not signed out of the center by the parent's during this time, therefore the center was still responsible for the children.

### 2105.A: Parental Authorization - Field Trip

Not Met

2105.A: The center shall obtain and maintain a signed parental authorization for each field trip.

#### Finding:

2105.A Based on record review/interview: On 02/03/16 S1 and five other staff members attended a field trip with a total of approximately 26 children (3-4 year olds). Based on review of the records S1 only obtained a signed parental authorization for 6 of 26 of the children who participated. S1 states that she thought she only needed permission for the children that were being transported by the center. S1 states that the other children were transported by their own parent or carpooled with their parent and another child's parent. Based on review of the daily attendance record, the children were not signed out of the center by the parent's during this time, therefore the center was still responsible for the children.

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### **2105-C: Field Trip - Planned Route**

**Not Met**

2105-C: If transportation is provided by parents, a planned route shall be provided to each driver and a copy maintained in the center if any parent is transporting a child in addition to their own child.

**Finding:**

2105-C Based on record review: The Provider did not provide a planned route to each driver and a copy maintained in the center for any parent transporting a child in addition to their own child. Field trip taken on 02/03/16 S1 allowed parents to transport, S1 states that a planned route was not provided to the parents.

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### **2105-E: Field Trip - Record**

**Not Met**

2105-E: A written record for each field trip shall be maintained and shall include the following:

1. date, destination(s) and method of transportation;
2. names of all the children being transported in each vehicle;
3. names of the driver, staff members and other adults being transported in each vehicle;
4. names of other adults who joined the field trip at the destination(s) to assist with supervision of children; and
5. the presence of each child each time the children enter or exit the vehicle.

**Finding:**

2105-E Based on record review: S1 failed to have documentation for each vehicle used to transport children to a field trip taken on 02/03/16 @ 10:00 am. S1 states that she was unaware of the need to have record of children not transported by the center. Based on review of the daily attendance record, the children were not signed out of the center by the parent's during this time, therefore the center was still responsible for the children.

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### **2107-B.1-3: Field Trip Visual Vehicle Check**

**Not Met**

2107-B.1-3: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

**Finding:**

2107-B.1-3 Based on interview(s): S1 was not about to provide documentation of a visual vehicle check being completed on all vehicles used on 02/03/16 to transport children. On 02/03/16 S1 planned a field trip in which she allowed parents to provided transportation. For the children that were not transported by parents, but the center, S1 was able to provided documentation of an visual check being completed on the center's van. S1 sates that she was not aware that this needed to be completed for parent transport. Based on review of the daily attendance record, the children were not signed out of the center by the parent's during this time, therefore the center was still responsible for the children.

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