

## 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:**

Based on records review: The Provider failed to notify the Division of Licensing by written report within 24 hours of the incident or by the next business day. Incident involving a child walking out of the center occurred on 1/21/16, and licensing was notified on 1/25/16, not the next business day.

### 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:**

Based on interviews, on 1/21/16, the provider failed to meet the required child to staff ratio for 1 child age 3, as evidenced by the child walking outside the center's cafeteria. A staff noticed the child outside, walking down the stairs. For no more than a minute the ratio for that child was 0 to 1.

### 1713-A&B&C: Supervision

**Not Met**

1713-A&B&C:

- A: Children shall be supervised at all times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.
- B: Children shall not be left alone in any room, (except the restroom as indicated in Subsection G), outdoors, or in vehicles, even momentarily, without staff present.
- C: A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

**Finding:**

On 1/21/16, all children were not under supervision at all times as evidenced by a 3 year old child leaving the center's cafeteria, unnoticed by staff, until he was outside the building, walking down the stairs from the cafeteria. Staff stated he was sitting down in the cafeteria no more than a minute before she noticed him walking down the stairs.