

## Statement of Deficiencies

### 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 at 12:51pm, S1 failed to have documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure for the following:

- There is no documentation of the departure time for S4 on 2/3/21. Corrected at 12:57pm
- There is no documentation of the arrival time for S3. Corrected at 12:57pm
- There is no documentation of the departure time for S5 on 2/3/21, 1/29/21, 1/28/21, 1/26/21, and 12/27/20
- There is no documentation of the departure time for S1 on 2/2/21, 2/1/21, and 1/29/21.

Corrective Action Plan: Effective 2/3/2021, S1 stated she create a checklist for employees to remember to sign in and out, and will put a reminder on the wall in red.

### 1919.A.&B.: Food Service and Nutrition - Menu

Not Met

1919.A.&B.: A. All meals and snacks provided by the center, and their preparation, service and storage, shall meet the requirements for meals of the U. S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), 7 CFR 226.20, and LAC 51:XXIII.

B. The weekly menu shall:

1. be planned for each day of the week and list the specific food items served;
2. be prominently posted by the first day of each week and remain posted throughout the week; and
3. have substitutions or additions posted on or near the menu.

#### Finding:

1919.B.1.&2. Based on record review/observations at 1:38pm, S1 failed to have a current weekly menu for 2/1/2021 - 2/5/2021 listing specific food items served for each day of the week that was prominently posted by the first day of each week and remain posted throughout the week. There was no posted menu at the time of the Specialist's arrival. S1 stated S5 has been writing the menu out daily, and throwing it away at the end of day. S1 provided a copy of a written lunch menu for 2/3/2021 that was on a clipboard in a classroom.

Corrective Action Plan: Effective 2/3/2021, S1 stated she will speak to S5 about making sure the weekly menu is posted every Monday morning, and before the first meal is served.