

Statement of Deficiencies

1501.A.: Operations

Not Met

1501.A.: A center shall operate within the licensed capacity, age range, hours of operation and other specific services designated on its license.

Finding:

1501.A. Based on record review:

S1 did not notify the Licensing Division prior to making changes that had an effect on the license as S1 provided Field Trips without prior approval by the Licensing Division. The Specialist observed Field Trip Permission Forms for a field trip to the Children's Museum via van service on 6/8/2018. S1 stated that "Kierra's Transportation Service" was used for the field trip. S1 stated that they have not done any other field trips.

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.1. Based on record review: The daily attendance log for children did not include the child's first and last name, the time of departure of each child and the name of the person to whom the child was released.

- On 1/17/19, 1/28/19, and 2/4/19, there is no departure time and signature of the person to whom the child was released for C1.
- On 2/1/19, there is no signature of the person to whom the child was released for 5 of 19 children present.
- On 2/4/19, there is no signature of the person to whom the child was released for 4 of 18 children present.

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:

The staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time. Staff sign in records do not include the first and last name of the staff members and arrival and departure times.

- There is no departure time for S1 on the following dates: 1/4/19, 1/15/19, 1/31/19, and 2/1/19
- There is no departure time for S2 on the following dates: 1/8/19 and 1/24/19
- There is no departure time for S3 on the following dates: 1/14/19, 1/16/19, 1/18/19, and 1/28/19
- There is no departure time for S4 on the following dates: 1/16/19 and 1/28/19

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:

S1 did not maintain documentation of a daily attendance record for Visitor's to include first and last name, date of visit, arrival and departure times, and purpose of the visit. There is no documentation of the departure times of O1 on 1/14/19, and O2 on 2/5/19.

1509.A.5.: Complaint Policy

Not Met

1509.A.5.: Complaint Policy

a. parents shall be advised of the licensing authority of the department along with the current telephone number and email address. Parents shall also be advised that they may call or write the department should they have significant, unresolved licensing complaints;

Finding:

1509.A.5. Based on record review: S1 did not have written documentation of the Complain Policy advising parents of the licensing authority of the department along with the current telephone number and email address. S1 stated that the policy was posted, but must have fallen down off the wall.

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1515.B.: Consent to Release

Not Met

1515.B.: Consent to Release. The center shall obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one time written consent shall be obtained from the parent and updated as changes occur.

Finding:

1515.B. Based on record review: S1 did not obtain written, information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. On 2/5/2019, there is no documentation of a Consent to Release form in 5 of 5 children's records reviewed for C1, C2, C3, C4, and C5.

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.B&G.1. Based on observations. On 2/5/2019, S1 failed to meet the required child to staff ratio. Specialist observed 15 children age 2yr - 4yr old with one staff, S2 from 11:40am to 11:51am. The required ratio for children of this mixed age group is 13 children per 1 staff. S1 stated that she needed to combine the two classes while she finished preparing lunch. Ratio was met at 11:52am when S1 returned to the class.

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:

1713.A&B. Based on observations: Children were not supervised at all times in the center. On 2/5/2019, the Specialist observed that seven 2yr - 3yr olds were unsupervised for three minutes between 11:05am - 11:08am while S2 prepared lunch. The Specialist observed S2 go into the kitchen to prepare lunch while the seven 2y - 3yr olds were left alone in the "Receiving and Departing" room that is adjacent to the kitchen. Specialist observed S2 periodically come to the kitchen door to observe the seven children. Specialist also observed that 2 of 7 children were out of S2's sight between 11:07am - 11:08am as the children walked towards classroom room.

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1717.A.: Independent Contractors Records

Not Met

1717.A.: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, local school district staff, and departmental staff other than those responsible for inspecting centers:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

Finding:

1717.A. Based on record review: S1 did not have documentation on file for Independent Contractors, O1, O2, and O3, that included the person's name, address, phone number, list of duties performed while at the center.

1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807.C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

Finding:

1807.C. Based on record review: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each visitor, O1, prior to the person being present at the center or performing services. S1 did not have documentation of the paid, adult staff member, not counted in child to staff ratio, who accompanied O1 on 1/14/19 at all times while on the center premises. Documentation did not include O1's departure time, and signature of the staff member who accompanied O1 at all times while on the premises.

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:
S1's end of day check did not include the signature of the staff who conducted the visual check of the center on the following dates: 12/19/18, 12/20/18, 12/21/18, 12/24/18, 12/27/18, and 12/28/18.

1901.G.&H.: Equipment

Not Met

1901.G.&H.: G. All equipment used by children shall be maintained in a clean and safe condition and in good repair.
H. Moveable equipment shall be secured and supported so that it shall not fall or tip over.

Finding:

1901.G. Based on observations: All of the outdoor play yard equipment used by children was not maintained in safe condition and in good repair. On 2/5/2019, the Specialist observed a cracked section of the large play set in the outdoor play yard that has sharp broken edges that are accessible to the 20 children present.

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 record review: S1 failed to have a posted copy of the current Safety Box newsletter issue by the Louisiana Office of the Attorney

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General at time of licensing visit on 2/5/2019. S1 stated that she was unaware that she needed to print the Safety Box newsletter online. The Specialist advised S1 to review the previous newsletters to review the previous recalled items listed.

1907.E.2.: Cribs Free of Toys and Other Soft or Loose Bedding

Not Met

1907.E.2.: Cribs shall be free of toys and other soft or loose bedding, including comforters, blankets, sheets, bumper pads, pillows, stuffed animals and wedges when the child is in the crib.

Finding:

1907.E.2. Based on observations:

Cribs were not free of toys or other soft or loose bedding (including comforters, blankets, sheets, bumper pads, pillows, stuffed animals and wedges) while the child was in the crib as evidenced by the Specialist on 2/5/2019. Specialist observed a blue blanket in the crib with a sleeping infant in the infant room with S3. Corrected at time of licensing visit.

1907-F.1.-5.: Prohibited Items

Not Met

1907-F.1.-5.: Prohibited Items

1. Infant walkers;
2. Toy chests, storage bins and other equipment with attached lids;
3. Latex balloons for children under age 3;
4. Trampolines; and
5. Culverts.

Finding:

1907-F.4. Based on observations: The specialist observed one large trampoline in the outdoor play yard that is accessible to the 20 children present. S1 stated that she was unaware that trampolines are prohibited, and will get the maintenance guy to remove it before the end of the week.

1911.E.: Daily Reports for Infants

Not Met

1911.E.: Daily Reports for Infants. Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

Finding:

1911.E. Based on record review:

On 2/5/2019, S3 lacked a daily written report for 5 of 5 infants present. The Specialist did a second walk through to view S3's classroom at 10:30a, there were no daily infant reports available for review. S3 stated that she could not find her pen to complete the infant reports.

1911.K.: Hand Washing

Not Met

1911.K.: Staff and children shall wash their hands using soap at least at the following times: upon arrival at the center, before preparing or serving meals, before giving medication, after playing in water used by more than one person, after toileting, after helping a child use a toilet or changing diapers, after wiping noses or cleaning wounds, after handling pets and other animals, after playing in sandboxes, before eating meals or snacks, upon coming in from outdoors, after cleaning or handling garbage and anytime hands become soiled with body fluids, such as urine, saliva, blood or nasal discharge.

Finding:

1911.K. Based on observations:

On 2/5/2019, S2 did not wash her hands with soap and water. Licensing Specialist observed S2 wipe the nose of C1 with a wipe, and did not wash her hands after.

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: S1 did not document observations, when something is observed, for children upon arrival at the center including documentation of an explanation from parent and/or child. There is no explanation of observations on the following dates: 10/5/18, 10/8/18, 10/12/18, 10/15/18, and 10/16/18.

On 2/5/19, there was no documentation at the time of the licensing visit showing that daily observations were completed on 2/4/19 and 2/5/19. Based on

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record review, the last daily observation was completed on 2/1/2019. S1 asked if observations had been completed on 2/4/19 and 2/5/19. S2 stated "no."

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.3. Based on record review/observations: Menu substitutions or additions were not posted on or near the menus. On 2/5/2019, the Specialist observed S1 serve Fish Sticks, Green Beans, Orange Slices, Bread, and Milk for lunch. However, the posted menu for Week One are as follows: Fish Sticks, French Fries, Bun, and Peaches.

1919.H.: Infants Held While Bottle Fed

Not Met

1919.H.: Infants that cannot hold a bottle shall be held while being bottle-fed. A child shall not be placed lying down on a mat or otherwise with a bottle, sippy cup, etc. A bottle shall not be propped at any time.

Finding:

1919.H. Based on observations:

On 2/5/2019, the Specialist observed one infant, in the infant room with S3, lying in a crib holding his bottle without assistance. S3 stated that she was unaware that infants cannot hold their own bottles. S3 stated that she just laid him down prior to the Specialist's observation.

1919.J.: Bottled Formula/Breast Milk Properly Labeled

Not Met

1919.J.: Bottled formula/breast milk for infants shall be labeled with the child's name.

Finding:

1919.J. Based on observations: S3 did not have bottle formula/breast milk for 2 of 5 infants labeled with the child's name for C6 and C7. S1 stated that staff are aware that children need to have a label on their bottles.

1921.C.: Evacuation Pack

Not Met

1921.C.: Evacuation Pack

The center shall have an evacuation pack, the location of which is known to all staff, that at a minimum shall contain:

1. a list of area emergency phone numbers;
2. a list of emergency contact information and emergency medical authorization for all enrolled children;
3. an emergency pick up form;
4. first aid supplies, hand sanitizer, wet wipes, and tissue;
5. diapers for children who are not toilet trained and plastic bags for diapers;
6. a battery powered flashlight and radio and batteries or a crank flashlight and crank radio; and
7. disposable cups and bottled water.

Finding:

1921.C. Based on observations/record review: S1 failed to have a complete evacuation pack that contained the following: a list of area emergency phone numbers; a list of emergency contact information and medical authorization for all enrolled children; an emergency pick up form; hand sanitizer; wet wipes; tissue; diapers for children who are not toilet trained and plastic bags for diapers; a batter powered flashlight and radio and batteries or a crank flashlight and crank radio; and disposable cups and bottle water. S1 stated that she was told during the City Fire inspection to move the evacuation pack from its location due to it being a fire hazard. S1 stated she removed the items out of the box during the visit, and forgot to replace it after.

1921.E.: Tornado Drills

Not Met

1921.E.: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

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Finding:

1921.E. Based on record review:

S1 did not have documentation of tornado drills that were conducted at least once per month during the months of March, April, May, and June in 2018. The Specialist is unable to determine the date of the last tornado drill as S1 stated she is unable to find the Tornado drill folder.
