

## Statement of Deficiencies

### 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 on 2/6/18, 10 of 10 children's records reviewed lacked the required information on the Child's Information Form as the following information was omitted birth date, sex, and date of admission as LS observed the center's form did not include all required information.

### 1713-E&F: Supervision Participation

Not Met

1713-E&F:

- E: While supervising a group of children, staff shall devote their time to supervising the children, meeting the needs of the children, and participating with them in their activities.
- F: Staff duties that include cooking, housekeeping or administrative functions shall not interfere with the supervision of children.

#### Finding:

1713-E&F: Based on observation on 2/6/18, while supervising (12) 3 yr to 4 yr olds, S11 did not devote her time to supervision of the children as LS observed S11 at 12:36 pm watching the Ellen Show on YouTube while the children were napping.

### 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, Department of Education, Office of Early Childhood staff and local school district staff:

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 of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1717-A Based on record review on 2/6/18, the center did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor O1, as S2 was unable to provide this documentation during the center visit. O1 was present on the center premises on 3/3/17, 3/24/17, 4/10/17, 4/24/17, and 5/12/17 per center visitor logs.

The center did not have documentation on file for O1 that included the person's name, address, phone number, list of duties performed while at the center as S2 was unable to provide this information during the center 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 on 2/6/18, S3 and S4 are two staff members that administer medications and did not have current documentation of training in medication administration completed with an approved Child Care Health Consultant. Training is required every two years and the staff's training expired 3/26/17.

## Statement of Deficiencies

### 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 on 2/6/18, the center did not post 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General as LS observed an outdated Safety Box document posted during the center visit.

### 1909-C: Infants - Positioning Devices

Not Met

1909-C: Infants shall not be placed in positioning devices, unless the center has written authorization from a physician to use a positioning device.

#### Finding:

1909-C: Based on observation on 2/6/18, written authorization from a physician was not available for 1 of 10 infants to use a positioning device as LS observed at 12:30 pm C11 was asleep in a rocking chair device. S3 stated that C11's parent informed her that she can sleep in a positioning device but a physician authorization has yet to be completed. LS did not observe C11 being removed from the positioning device during the center visit.

### 1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

#### Finding:

1921-A Based on record review on 2/6/18, the center did not review the plan annually for accuracy and updated as changes occur as LS observed the evacuation plan did not include a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that addresses the following information: evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care, include specific procedures for handling infants through two year olds, specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs as LS did not observe this information during the center visit.

The center did not review the plan with all staff at least once per year as S2 was unable to provide this information during the center visit.