

## 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:

1103-D - Based on record review: The center failed to notify and provide the Licensing Division within 24 hours of a critical incident which occurred on the premises. Incident involving C1 which occurred on 1/31/2016 was reported to the Licensing division on 2/8/2017. S1 completed a written report on 2/9/2017 during licensing visit for submission.

### 1503-A-C: General Liability Insurance Policy

Not Met

1503-A-C: A. A center shall maintain in force at all times current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury.

- B. A center is responsible for payment of medical expenses of a child injured while in the center's care.
- C. Documentation of commercial liability insurance shall consist of the insurance policy or current binder that includes the name of the early learning center, physical address of the center, name of the insurance company, policy number, period of coverage and explanation of the coverage.

#### Finding:

1503-A-C Based on record review: The center failed to provide documentation that would prove the center has medical coverage for children.

### 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 Center did not have records of attendance for 2 of 21 staff. S1 and S11 did not have documentation to verify or accurately reflect that she was on the premises at any given time.

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### 1509-A.8. a-b: Behavior Management Policy

Not Met

1509-A.8. a-b: Behavior Management Policy

Each center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center.

The behavior management policy shall prohibit children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

#### Finding:

509-A.8. a-b Based on interview(s): O1 failed to adhere to the behavior management policy outlined in the centers policy as well as regulations governed by the Louisiana Department of education. Based on Interviews and incident report O1 grabbed and yanked the upper arm of C1 on 1/31/2016 while on the play yard.

### 1715-A.4: Criminal Background Check

Not Met

1715-A.4: Personnel files for each staff member shall be maintained at the center and shall include the following: documentation of a fingerprint based satisfactory criminal background check

#### Finding:

1715-A.4 Based on record review: The center did not have documentation of a satisfactory criminal background check during licensing visit for 2 of 21 staff S3 and S15. S3 has a hire date of 9/11/2016 and attendance record verified she has been on the premises since 9/11/2016. S15 has a hire date of 12/2/2016 and has been on the premises since 12/2/2016.

### 1715-A.5: State Central Registry

Not Met

1715-A.5: Personnel files for each staff member shall be maintained at the center and shall include the following: documentation of a current, completed state central registry disclosure form indicating no justified (valid) finding of abuse or neglect by the DCFS, or a current determination from the DCFS indicating that the individual does not pose a risk to children.

#### Finding:

1715-A.5 Based on record review:he center did not have documentation of a completed SCR for 2 of 21 staff S3 and S15. S3 has a hire date of 9/11/2016 and attendance record verified she has been on the premises since 9/11/2016. S15 has a hire date of 12/2/2016 and attendance verifies she has been on the premises since 12/2/2016. S3 SCR was completed during visit.

### 1719-A.-B.: Orientation Training

Not Met

1719-A.-B.: Within seven calendar days of date of hire, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices,

Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention;

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**Finding:**

1719-A.-B. Based on record review: The center did not have documentation to verify Orientation training for new staff was conducted within 7 or 30 calendar days of date of hire . The following staff did not have documentation of orientation training: S7 hire date is 9/2/2016, S11 hire date is 12/2/2016, and S13 Hire date is 6/3/2016.

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**1903-C: Free of Hazards**

**Not Met**

1903-C: Indoor and outdoor areas shall be free of hazards.

**Finding:**

1903-C Based on observations: The outdoor play yard contained 2 window air condition units that were not enclosed and are accessible to children.

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**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.

**Finding:**

1921-E Based on record review: The center did not have documentation to verify Tornado drills were conducted at least once in the months of March, May and June of 2016. The only tornado drill documentation the center could provide was for the month of April which occurred on 4/26/2016.

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