

## Statement of Deficiencies

### 311.A: Posting of License

Not Met

311.A: Each early learning center shall display its current license in a prominent place at the center.

#### Finding:

311.A Based on observations on 2/20/18, a current early learning center license failed to displayed in a prominent place at the center as LS observed at 10:32 am, the center's license was posted on the lower wall of S1's office wall.

### 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 on 2/20/2018, the insurance policy or current binder on file did not include physical address of the facility as LS observed the center's insurance records only disclosed S1's personal address and not the center's address.

### 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 on 2/20/18, the center 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 as O1 information failed to include their last name, the date, arrival/departure time, and the purpose of the visit. O2's information failed to have the date and departure time. O3, O4, and O5's information failed to have the departure time.

### 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 2/20/2018, 9 of 10 children's records reviewed lacked the required information on the Child's Information Form as the following information was omitted, the date of admission for each child enrolled at the center was not provided on the center's documentation.

### 1703.B: Visitors - CBC/Accompanied

Not Met

1703.B: An early learning center shall obtain documentation of a satisfactory fingerprint based CBC for each visitor or independent contractor of any kind, prior to the person being present at the center or performing services for the center UNLESS the visitor or independent contractor WILL BE accompanied at all times while on the center premises by an adult, paid, staff member who is not being counted in child to staff ratios, and the center shall have copies of said documentation on-site at all times and available for inspection upon request by the Licensing Division.

1. Documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied a visitor or independent contractor at all times while the visitor or contractor was on the center premises shall include the date, arrival and departure time of the visitor or contractor, language stating that the visit or 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:

1703.B Based on record review on 2/20/18, a satisfactory fingerprint based CBC was not obtained for O1 and O2 prior to the person being present at



## Statement of Deficiencies

the center or performing services as evidence by LS review of the center's visitor log. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O1 and O2 at all times while they were on the center premises.

### 1711-I: Walking To and From School - Minimum Child to Staff Ratio

Not Met

1711-I: Walking To and From School - Minimum child to staff ratios shall be met when walking children to and from school.

#### Finding:

1711-I Based on record review on 2/20/18, the center did not meet required child staff ratio requirements when walking children to from school as evidenced by S1 failing to provide LS documentation of the minimum child to staff ratio for children walking to and from school.

### 1711-K: Non-vehicular Excursions - Minimum Child to Staff Ratio

Not Met

1711-K: Non-vehicular Excursions - Minimum Child to Staff Ratios

1. Minimum child to staff ratio, plus one additional adult, shall be met for all non-vehicular excursions.
2. An adult staff member from the center shall be present with each group of children.
3. At no time shall a child or group of children be left alone without an adult staff member present unless the child is supervised by the child's parent or designated representative authorized in writing by the parent on the non-vehicular excursions.

#### Finding:

1711-K Based on record review on 2/20/18, the center did not meet required child staff ratio requirements when engaging non-vehicular excursions as evidenced by S1 failing to provide LS documentation of the minimum child to staff ratio for children engaging in non-vehicular excursions.

### 1715-A.2: Photo Identification

Not Met

1715-A.2: Personnel files for each staff member shall be maintained at the center and shall include the following:  
copy of a state or federal government issued photo identification;

#### Finding:

1715-A.2 Based on record review on 2/20/2018, the center did not have a copy of 2 out of 8 staff members State or federal government issued photo Identification available for review as LS did not observe this information in S1 and S2's documentation.

### 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 on 2/20/2018, S1 failed to have documentation of a completed state central registry disclosure form (SCR 1) on site and available for review at the center prior to a previously completed form expiring (1705.B). 4 of 8 staff, S1, S3, S5, and S6 failed to have documentation of the completed form as S1's form expired on 1/17/18, S3's expired on 1/5/2018, S5's expired on 1/12/18, and S6's expired 1/11/2018.

### 1901-M: Strings and Cords

Not Met

1901-M: Strings and cords, including but not limited to those found on equipment, window coverings, televisions and radios, shall be inaccessible to children under age 4.

#### Finding:

1901-M Based on observations: Strings and cords were accessible to children under age 4 as LS observed exposed extension cords and wires in the entrance area of the center.

### 1901-P: Staff Personal Belongings

Not Met

1901-P: The personal belongings of center staff members shall be inaccessible to children.

#### Finding:

1901-P Based on observations on 2/20/2018, the personal belongings of center staff member S3 was accessible to children as LS observed a cellphone sitting on a low shelf which was accessible to children. S3 was observed supervising 13 children ages 5 yr - 9 yrs old during the walk through.



## 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 2/20/18, the center failed to post a copy of the current The Safety Box newsletter as LS observed a Safety Box newsletter from 2014/2015 winter quarter.

### 1903-C: Free of Hazards

Not Met

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

#### Finding:

1903-C Based on observations on 2/20/2018, the indoor and outdoor area were not free of hazards as LS observed in S2's classroom a crib with an exposed electrical outlet in front of it. LS also observed a large carpet rolled up in an area accessible to children, therefore, a potential tripping hazard. LS did observe that carpet was removed during the center visit.

### 1903-D.1-4: Indoor Space - 35 Square Feet

Not Met

- 1903-D.1-4: 1. A minimum of 35 square feet of usable indoor space shall be available per child. The space shall not include toilet facilities, hallways, lofts, storage spaces, stairways, lockers, offices, storage or food preparation areas, rooms used exclusively for dining or sleeping, or rooms used exclusively for the care of ill children.
2. The maximum number of children in care at one time, whether on or off the premises, shall not exceed the capacity as specified on the current license.
3. Any room counted as play space shall be available for play for the duration of the hours of operation.
4. Indoor space shall include an area for dining, which may be in each classroom.

#### Finding:

1903-D.1-4 Based on observations on 2/20/2018, the center has a room counted as play space that is not available for play during play hours as LS observed (2) rooms on the center premises that were inaccessible to children. (1) LS observed a room filled with plywood and was not accessible to children. (2) LS observed a room that was set up with three pews in a sanctuary setting. No children were observed in either room.

### 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 interview on 2/20/18, the center lacked a daily written report for 3 of 5 infants in S2's classroom as S2 stated she had yet to complete this information for the 3 infants.

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

Not Met

1919-A&B: 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) and 7 C.F.R. 226.20 and the Louisiana Sanitary Code, Title 51, Part XXIII, found at LAC 51:XXXIII. For the current CACFP meal patterns, contact the Louisiana Department of Education, Division of Nutrition Support.

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 <b>posted</b> throughout the week; and
3. have substitutions or additions posted on or near the menu.

#### Finding:

1919-A&B: Based on observation on 2/20/18, the center failed to post the lunch substitutions for 2/20/18, as LS observed the center's calendar menu as followed: spaghetti, meat sauce, green beans, orange slices, and milk. LS observed the children eating chicken fried steak, peas, apple slices, and milk.



## Statement of Deficiencies

### 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;
7. food for children under the age of 4, including infant food and formula; and
8. disposable cups and bottled water.

#### Finding:

1921-C Based on observations on 2/20/18, the center failed to have a completed evacuation pack. S1 failed to have the following: hand sanitizer, tissue, plastic bags for diapers, batteries, food for children under the age of 4, including infant food and formula, and disposable cups as LS observed all food and water items within the evacuation pack were expired.

### 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 on 2/20/2018, the center did not have documentation of tornado drills that were conducted at least once per month during the month of June. Date of tornado drills observed were 3/17/17 , 4/26/17, and 5/10/17.

### 2101-A.14: Vehicle - Liability Insurance

Not Met

2101-A.14: Centers shall maintain at all times current commercial liability insurance for the operation of center vehicles to ensure medical coverage for children in event of accident or injury. This policy shall extend coverage to any staff member who provides transportation for any child in the course and scope of his/her employment. The provider is responsible for payment of medical expenses of a child injured while in the center's care. Documentation shall consist of the insurance policy or current binder that includes the name of the early learning center, the name of the insurance company, policy number, period of coverage and explanation of coverage. If transportation is provided by parents for field trips or transportation is provided by contract, whether daily of field trip, a copy of the current liability insurance shall be maintained on file at the center.

#### Finding:

2101-A.14 Based on record review on 2/20/2018, documentation of the center's vehicle insurance was incomplete as it did not consist of: the name of the early learning center, as S1 provided LS the vehicle insurance documentation stating The Shepherd's Farm Child Development and Learning as the center's name.

### 2103-E: Master Transportation Log

Not Met

2103-E: Master Transportation Log

1. A copy of the current master transportation log shall be maintained on file at the center and shall include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released. Documentation shall be maintained whether transportation is provided by the center or contracted.
2. Each driver or monitor, whether provided by the center or through a contractor, shall be provided a current master transportation log,

#### Finding:

2103-E Based on record review on 2/20/18, the center did not have documentation that the driver or attendant was provided with a master transportation log as LS was not provided this information during the center visit. Transportation is provided by SIHAF.

### 2109-A: Non-vehicular Excursions - Parental Authorization

Not Met

2109-A: Written parental authorization shall be obtained for all non-vehicular excursions. Authorization shall include the name of the child, type and location of the activity, date and signature of the parent, and shall be updated at least annually.

#### Finding:

2109-A Based on record review on 2/20/18, the center did not obtain written parental authorization for all non-vehicular excursions in of 1 of 10 children's files reviewed as S1 failed to provide this documentation during the center visit.



## ***Statement of Deficiencies***

### **2109-B: Non-vehicular Excursions - Records**

**Not Met**

2109-B: Centers shall maintain records of all non-vehicular excursion activities to include the date, time, list of children, staff, and other adults, and type of activity.

#### **Finding:**

2109-B Based on record review on 2/20/18, the center's record of non-vehicular, off-site activities was incomplete as it did not include the type of activity as LS observed the center using a passenger transportation log instead of a non-vehicular excursion log, therefore, the type of activity was not documented.

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