

## Statement of Deficiencies

### 1103.A.-D.: Critical Incidents and Required Notifications

Not Met

1103.A.-D.: 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 department and other appropriate agencies shall be notified via email within 24 hours of the incident.
- D. The department 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 department's Critical Incidents Report Form and shall contain all information requested on the form.

#### Finding:

1103.A.-D. Based on interview(s)/record review: S2 failed to notify within, 24 hours of the incident, the Department, of the following critical incident : On February 7, 2020 at 4:03 PM, C1, age 5, was released to an unauthorized person by a center bus monitor, S12. S12 stated she mistook C1 for C2, age 5, (neither child regularly rides the bus) when she released the child to a local licensed child care center not authorized by O1. O2 contacted S29 to report C1 was dropped off at the center in error after contacting O1. S29 stated she immediately notified S2 of this incident. The Department was not notified until 12/14/2020. S2 documented the report was not made sooner due to problems with Internet service in the center.

Corrective Action Plan. S4 stated there will be a retraining with all staff, particularly with S2, to ensure all critical incidents are reported timely.

### 1515.A.3.: Releasing of Children

Not Met

1515.A.3.: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

#### Finding:

1515.A.3. Based on record review/interview(s): S12 released C1, age 5, to a person not authorized by the parents. S3 and S12 drove children from the center during the evening bus route on 2/7/2020 at 4:03 PM. S12 stated she confused C1 with another child when she released her to a staff member at another licensed child care center. C1 was not authorized to be dropped off at this location and should have been dropped off at her home and released to her mother who was waiting for her.

Corrective Action Plan: S4 stated the center is in the process of assigning children's seats on the buses and labeling the seats. The labels will consist of the child's picture, child's name, Bus # and teacher's name.

### 2103.F.: Passenger Transportation Log

Not Met

2103.F.: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### Finding:

2103.F. Based on record review/interview(s): The passenger transportation log for 2/7/2020 was inaccurate as it documented C2, age 5, was transported from the center at 3:31 PM and released to a local licensed child care center at 4:03 PM and C1 was absent. S12 stated C2 did not actually ride the bus that day; however, she mistook C1, age 5, for C2. C1 was dropped off at the child care center in error when she should have been dropped

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off at her home.

Corrective Action Plan: S4 stated the center is in the process of assigning children's seats on the buses and labeling the seats. The labels will consist of the child's picture, child's name, Bus # and teacher's name.

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