

## Statement of Deficiencies

### 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 Based on record review on 2/26/18, the daily attendance log for children did not include the names of the children and their arrival as LS observed 3 children were not signed in on the center's daily attendance log. LS observed 28 children present and only 25 children signed in.

### 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 on 2/26/18, the center did not maintain documentation of a daily attendance record for staff present including the time of arrival for 1 of 8 staff members as LS observed S2 was not signed during the center visit.

### 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 2/26/18, 1 of 15 children's records reviewed did not contain a Child's Information Form as S2 did not have this C7's information for LS review. LS also observed 1 of 15 children's records reviewed lacked the required information on the Child's Information Form as the following information was omitted: date of admission as LS did not observe this information for C10.

### 1515-A.2: Emergency Medical Treatment

Not Met

1515-A.2: Written authorization signed and dated by the parent to secure emergency medical treatment;

#### Finding:

1515-A.2 Based on record review on 2/26/18, 1 of 15 children's records lacked a signed and dated parental authorization to secure emergency medical treatment as LS observed this information omitted for C8, C9, and C14.

### 1901-G.&H.: Equipment

Not Met

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

#### Finding:

1901-G.: Base on observation on 2/26/18, all of the center equipment used by children was not maintained in a clean and safe condition and in good repair as LS observed the toilet located in the second building failed to flush during the center visit.

## Statement of Deficiencies

### 1901-J.&K.: Items That Can be Harmful to Children

Not Met

1901-J.&K.: Items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, shall be kept in a locked cabinet or other secure place that ensures they are inaccessible to children. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

#### Finding:

1901-J.K.: Based on observation on 2/26/18, items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children as LS observed in S6's classroom, an unlocked cabinet with an exposed pipe and a can of cleaning spray that was accessible to children. S6 was observed supervising 5 children ages 3 yr - 5 yrs old during the center visit.

### 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 2/26/18, strings and cords were accessible to children under age 4 as LS observed during the walk of the center, a wall with 2 cords hanging that were not secured to the wall and therefore accessible to children in S2's classroom. S2 was observed supervising 6 children ages 1 yr old.

### 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 observations on 2/26/18, S2 did not post 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General as LS did not observe this information posted during the center visit.

### 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 2/26/18, the center failed to have a completed evacuation pack. The center failed to have the following: a list of emergency contact information and emergency medical authorization for all enrolled children, an emergency pick up form, first aid supplies, hand sanitizer, a battery powered flashlight and radio and batteries, food for children under the age of 4, including infant food and formula, and disposable cups as LS did not observe these items during the center visit.

### 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 2/26/18, S2 did not have documentation of tornado drills that were conducted at least once per month during the months of March, April, May, and June as LS observed the center failed to complete June's tornado drill.