

## 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 observations/record review on 3/4/19, the daily attendance log for children did not include the time of arrival of each child as LS observed 21 children present during the center walk through and only 17 children were signed in on the center's daily attendance for today. S1 was able to identify the 4 children that were not 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 3/4/19, S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival as LS observed 1 out of 5 staff members, (S5), failed to sign in on today's daily attendance log.

### 1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
  - a. name;
  - b. date of birth;
  - c. home address and phone number;
  - d. training,
  - e. work experience;
  - f. educational background;
  - g. hire date; and
  - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715.A.1.G.&H.: Based on record review on 3/4/19, S1 did not have an application/staff information form to include the hire date and first day on-site working with children for staff: S5, as LS observed this information was not in S5 file nor did S1 have this information readily available for LS to review.

### 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:

2. copy of a state or federal government issued photo identification;

#### Finding:

1715.A.2. Based on record review on 3/4/19, S1 did not have a copy of S5 state or federal government issued photo identification available for review as LS observed this information was not in S5's file nor was S1 able to retrieve this information during the center visit.

## Statement of Deficiencies

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

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, 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.

B. 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; and
6. CPR and first aid, as applicable.

#### Finding:

1719.A.&B.: Based on record review/interview(s) on 3/4/19, S1 lacked documentation that 1 of 5 staff, S5, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children as LS observed this information was omitted from S5's file. S1 stated that S5 previously worked at a head start. LS informed S1 that orientation training must still be conducted for those individuals that have prior experience in working with children at a daycare facilities.

S5 also failed to receive additional orientation within thirty days of date of hire as LS observed this information was also omitted in S5's file. S5's date of hire was 11/6/18.

### 1725.A.-C.: Medication Management Training

Not Met

1725.A.-C.: A. All staff members who administer medication shall have medication administration training.

B. Whether the center is administering medication or not, each early learning center shall have at least two staff members trained in medication administration and at least one on the premises. A staff member who is a licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

C. Such training shall be completed every two years with an approved child care health consultant.

#### Finding:

1725.A.-C. Based on record review/interview(s) on 3/4/19, S1 did not have at least two staff members trained in medication administration whether the early learning center administers medication or not as LS observed this information was not available for LS to review. S1 stated no one at the center had medication administration training. LS provided S1 (2) Child Care Health Consultant contact information in order to schedule the required training. LS observed S2 was the only staff member with a previous medication administration training certificate. S2's medication administration training expired on 8/20/18.

### 1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807.C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807.C. Based on record review on 3/4/19, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for O1 and O2 (Concordia Parish Library personnel), prior to the person(s) being present at the center or performing services as LS observed O1 and O2 were present at the center at least once or twice, every month from April 2018 - February 2019. S1 did not have the signature/documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O1 and O2 at all times while on the center premises.

LS observed S1 was using an obsolete visitor log and provided S1 a copy of the updated form; that would allow the accompanying staff member to sign when visitors fail to have a CCCBC-based determination of eligibility.

## ***Statement of Deficiencies***

### **1919.C.: Food Allergies and Special Diets**

**Not Met**

1919.C.: Information regarding food allergies and special diets of children shall be posted in the food preparation area with special care taken to ensure that individual names of children are not in public view. If a parent chooses to allow the center to post the child's name and allergy information in public view, the center shall obtain a signed and dated authorization from the parent.

#### **Finding:**

1919.C. Based on observations/interview(s) on 3/4/19, information regarding food allergies and special diets of children was not posted in the food preparation area as LS request S3 provide the listing of children with allergies in the center's kitchen area. S3 stated she was aware of the children with allergies but the information was located in the children folders. LS did not observe S1 nor S3 correcting this information during the center visit.

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