

## Statement of Deficiencies

### 713.A.: Office of Public Health, State Fire, City Fire Approval

Not Met

713.A.: Annual licensing inspections by the department, current approvals by the Office of Public Health, Office of State Fire Marshal, and city fire (if applicable), and academic approval by the department (if type III center) shall be required before the expiration of an existing license. However, if a center has documentation establishing that the center requested an inspection by the Office of Public Health or the Office of State Fire Marshal prior to the expiration of the existing license, these approvals may be submitted to the department within 90 calendar days of the date of the license renewal.

#### Finding:

713.A. Based on record review on 3/7/19, S2 lacked documentation of a current annual inspection and approval from the Office of Public Health. S2 could not locate the information.

### 1711.A.&B.&D.&G.: Child to Staff Ratio

Not Met

1711.A.&B.&D.&G.: A. Child to staff ratios are established to ensure the safety of all children.

B. Minimum child to staff ratios shall be met at all times.

1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- D. Minimum Child to Staff Ratios for Type II and Type III centers:

Ages of Children	Ratio
Infants under 1 year	5:1
1 year	7:1
2 years	11:1
3 years	13:1
4 years	15:1
5 years	19:1
6 years and up	23:1

G. Mixed Age Groups - Minimum Child to Staff Ratios

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

#### Finding:

1711.A1: Based on observation on 3/7/19, there was only 1 staff person present in the center upon specialist arrival as evidenced by S4 was sitting outside in her car from 10:00am to 11:10 am leaving S2 alone with 9 children ranging from 2 years old to 4 years old. S3 appeared at 11:01am correcting the 2 staff member present ratio. S4 came back inside at 11:10 at the request of S2.

### 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.: Based on record review on 3/7/19, S2 did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, first day onsite working with children for S3 as evidenced by S3 has been working/volunteering since 3/6/19 at 3:15pm to 5:15pm and 3/7/19 at 6:00am to 8:00am and 11:01am to 11:30pm. According to S2, S3 began volunteering since 3/6/19.

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### 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 3/7/19, S2 did not have a copy of a state or federal government issued photo identification available for review for S3 and S4. S3 does not have a file and according to S2, S3 started working on 3/6/19. S4 was able to produce a copy of her ID during the visit.

### 1807.B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807.B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807.B. Based on record review on 3/7/19, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each volunteer, prior to the person being present at the center or performing services as evidence by: S3 was present working/volunteering since 3/6/19 at 3:15pm to 5:15pm and 3/7/19 at 6:00am to 8:00am and 11:01am to 11:30pm. According to S2, S3 began volunteering on 3/6/19.

### 1901.N.: First Aid Supplies

Not Met

1901.N.: First aid supplies shall be kept at the center and shall be easily accessible to employees but not accessible to children.

#### Finding:

1901.N. Based on observations on 3/7/19, first aid supplies were not kept out of the reach of children as evidenced by in the primary pre-school classroom the first aid kit was sitting on the shelf accessible to the children. S2 removed the kit during the inspection.

### 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 3/7/19, the Provider did not post a current 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General. The last posted newsletter was dated for April-June 2018.

### 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 3/7/19, the indoor area were not free of hazards as evidenced by in the primary pre-school classroom there were 2 tape dispensers with sharp rugged edges; also in the music room on the wall next to the keyboard the wall outlet cover is broken. S2 removed the tape dispensers from the classroom during the 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 3/7/19, S2 did not have documentation of tornado drills that were conducted at least once per month during the months of April 2018. There was documentation that a tornado drill was conducted for March, May and June.