

Statement of Deficiencies

7305-H: Children's Daily Attendance

Not Met

7305-H: A daily attendance record for children, completed by the parent or center staff, including the time of arrival and departure of each child and the name of the person to whom the child was released, shall be maintained. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out. A computerized sign in/out procedure is acceptable if the record accurately reflects the time of arrival and departure as well as the name of the person to whom the child was released.

Finding:

7305-H Based on interview:

The Provider lacked documentation of a daily attendance record for children that included the time of arrival and departure of each child and the name of the person to whom the child was released for the entire month of February 2014.

7305-I: Staff Attendance

Not Met

7305-I: A daily attendance record for staff, including the director/owner, to include the time of arrival and departure shall be maintained. Staff shall document in/out when not on the child care premises. This record shall accurately reflect persons on the child care premises at any given time.

Finding:

7305-I Based on record review/interview:

The Provider did not maintain documentation of a daily attendance record for staff, including the director/owner, to include the time of arrival and departure. S3 and S5 indicated S9 worked at 7:00am on 3/24/14. S9's staff's daily attendance log does not have her name listed as specialist could not determine whether or not staff's daily attendance was accurate based on documentation provided by S3. Also, S3 provided specialist with staff daily attendance records dated (March 17, 2014 -March 21, 2014), (March 18, 2014-March 19, 2014), and (February 24, 2014-March 21, 2014) with no name listed on the top of the form. Specialist could not determine which staff worked and when based on documentation provided by S3.

7307-A.1: Mastercard

Not Met

7307-A.1: A record shall be maintained on each child to include child's information form (mastercard) listing the child's name, birth date, sex, date of admission, name and phone number of child's physician and dentist, dietary restrictions, and allergies; signed and dated by the parent.

Finding:

7307-A.1 Based on record review:

2 of 32 children's (C17 and C18) records reviewed did not contain a Child's Information Form (MasterCard).

7307-A.2: Emergency Medical Treatment

Not Met

7307-A.2: A record shall be maintained on each child to include parental authorization to secure emergency medical treatment.

Finding:

7307-A.2 Based on record review: 2 of 32 children's (C17 and C18) records reviewed did not contain parental authorization to secure emergency medical treatment.

7307-A.3: Third Party Release

Not Met

7307-A.3: A record shall be maintained on each child to include signed agreements between the provider and the parent for each child giving permission to release the child to a third party listed by the parent including any other child care facilities or transportation services. A child shall never be released to anyone unless authorized in writing by the parent.

Finding:

7307-A.3 Based on record review: 2 of 32 children's (C17 and C18) records reviewed did not contain signed agreements between the Provider and the parent for each child giving permission to release the child to a third party listed by the parent including the non-custodial parent, or any other child care facilities, transportation services

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7307-C: Informed Consent

Not Met

7307-C: The provider shall obtain written, informed consent from the parent prior to releasing any information, recordings and/or photographs from which the child might be identified, except for authorized state and federal agencies.

Finding:

7307-C Based on record review: The Provider did not obtain written, informed consent from the parent prior to releasing any information, recordings, photographs from which the child might have been identified for 2 of 32 children's files

7307-D: Recordings and Taping

Not Met

7307-D: The provider utilizing any type of recordings or taping of children including but not limited to digital recordings, videotaping, audio recordings, web cam, etc. shall obtain documentation signed and dated by the parent indicating their awareness of such recordings.

Finding:

7307-D Based on record review: The provider did not obtain documentation signed and dated by the parents indicating their awareness that the provider utilizes recordings or taping of children as evidenced by the use of videotaping for 2 of 32 children's (C17 and C18) files.

7309-E: Cooking/Housekeeping Staff

Not Met

7309-E: Adequate provisions for cooking and housekeeping duties shall be provided. These duties shall not interfere with required supervision of children or required child/staff ratios.

Finding:

7309-E Based on observations: Adequate provisions for cooking and housekeeping duties were not made. The duties of cooking and housekeeping interfered with required supervision of children or required child/staff ratios as specialist observed S3 at approximately 11:10am between the classroom and the kitchen trying to serve lunch. S1's cooking duties interfered with required child/staff ratios in the infant room as specialist observed 2 staff with 19 children.

Statement of Deficiencies

7311.A.6: State Central Registry

Not Met

7311.A.6: A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include documentation of a state central registry disclosure form (SCR 1) completed by the staff (paid and/or non paid) as required by R.S. 46:1414.1. This information shall be reported prior to the individual being on the premises of the child care facility, shall be updated annually, at any time upon the request of DCFS, and within 24 hours or no later than the next business day, whichever is sooner, of any staff receiving notice of a justified (valid) finding of child abuse and/or neglect. Any current or prospective employee, or volunteer of a child care facility licensed by DCFS is prohibited from working in a child care facility if the individual discloses, or information is known or received by DCFS, that the individual's name is recorded on the state central registry (SCR) as a perpetrator for a justified (valid) finding of abuse and/or neglect of a child, unless there is a finding by the Risk Evaluation Panel or a ruling by the Division of Administrative Law (DAL) that the individual does not pose a risk to children.

a. The prospective paid and/or non paid staff (employee/volunteer) shall complete, sign, and date the state central registry disclosure form and submit the disclosure form to the owner or operator of the facility.

i. If a prospective staff (employee/volunteer) discloses that his or her name is currently recorded as a perpetrator on the state central registry, the director shall inform the applicant they will not be considered for employment or volunteer duties at that time due to the state central registry disclosure. The director will provide the prospective employee/volunteer with the state central registry risk evaluation request form (SCR 2) so that a risk assessment evaluation may be requested.

ii. Individuals are eligible for employment/volunteer services if and when they provide written determination from the Risk Evaluation Panel or the DAL noting that they do not pose a risk to children.

b. If a current staff receives notice of a justified (valid) finding of child abuse and/or neglect against them, he or she shall complete an updated state central registry disclosure form (SCR 1) noting the existence of the justified (valid) finding as required by R.S. 46:1414.1. This updated SCR 1 shall be submitted to the Licensing Section management staff within 24 hours or no later than the next business day, whichever is sooner, or upon being on the child care premises, whichever is sooner. Staff will have 10 calendar days from completion of the state central registry disclosure form to request a risk assessment evaluation in accordance with LAC 67:1.305 or shall be terminated immediately.

i. If the staff person will no longer be employed at the center, the provider shall immediately submit a signed, dated statement noting the individual's name and termination date.

ii. Immediately upon receipt of the knowledge that a justified (valid) finding has been issued by DCFS and as a condition of continued employment, the staff person with the justified (valid) finding, when in the presence of children shall be directly supervised by a paid staff (employee) of the facility. The employee responsible for such supervision must have on file a completed state central registry disclosure form indicating that the employee's name does not appear on the state central registry with a justified (valid) finding of abuse and/or neglect, or a determination from either the Risk Evaluation Panel or the DAL that the supervising employee does not pose a risk to children. Under no circumstances may the staff person with the justified finding be left alone and unsupervised with a child or children. The provider shall submit a written statement to Licensing Section management staff acknowledging that the staff person with the justified finding will not be left alone and unsupervised with a child or children pending the disposition by the Risk Evaluation Panel or the DAL that the staff person does not pose a risk to children. When the aforementioned conditions are met, the staff (employee/volunteer) may be counted in child/staff ratio. A person supervised by an employee who does not have a satisfactory disclosure form on file as provided in this sub-section shall be deemed to be alone and unsupervised.

(a). If the Risk Evaluation Panel finds the individual does pose a risk to children and the individual does not appeal the finding to the DAL within the required timeframe, the staff (employee/volunteer) shall be terminated immediately.

(b). If the Risk Evaluation Panel finds the individual does pose a risk to children and the individual appeals the finding to the DAL within the required timeframe, the staff (employee/volunteer) shall continue to be under direct supervision while in the presence of children by another paid staff of the facility who has not disclosed that they have a justified (valid) finding on the state central registry until a ruling is made by the DAL that they do not pose a risk to children. Supervision shall not end until receipt of the ruling from the DAL that the employee does not pose a risk to children.

(c). If the DAL upholds the Risk Evaluation Panel finding that the individual does pose a risk to children, the individual shall be terminated immediately.

iii. State central registry disclosure forms, documentation of any disposition of the Risk Evaluation Panel and, when applicable, the DAL ruling shall be maintained in accordance with current DCFS licensing requirements and shall be available for review by DCFS personnel during the facility's hours of operation.

iv. Any information received or knowledge acquired that a current or prospective volunteer, employee, prospective volunteer, or prospective employee has falsified a state central registry disclosure form stating that they are not currently recorded as a perpetrator with a justified (valid) finding of abuse and/or neglect shall be reported in writing to a Licensing Section management staff as soon as possible, but no later than the close of business on the next business day.

v. Any state central registry disclosure form, Risk Evaluation Panel finding, and DAL ruling that is maintained in a child care facility licensing file shall be confidential and subject to the confidentiality provisions of R.S. 46:56(F) pertaining to the investigations of abuse and/or neglect.

Finding:

7311.A.6 Based on record review: Provider failed to have documentation of a completed state central registry disclosure form (SCR 1) on site and available to review at the center as required by ACT 388 of the 2009 regular session prior to a previously completed form expiring. 3 of 10 staff (S4, S6, and S7) members previous SCR-1 form on file expired. 2 of 10 staff (S4 and S6) SCR 1 forms expired on 3/5/14, and S7's SCR 1 form expired on 3/6/14. S1's SCR 1 form on file is incorrectly completed as it has a date completed by staff as 5/25/14. Documentation reflects the director signed attesting that she reviewed the form and dated it 2/24/14. Provider corrected during licensing inspection.

Statement of Deficiencies

7315.A: Child/Staff Ratio

Not Met

7315.A: There shall always be a minimum of two staff present during hours of operation when children are present. In addition, child/staff ratios shall be met at all times as the number of children supervised by one staff person shall not exceed the ratios as indicated below. Only those staff members directly involved in child care and supervision shall be considered in assessing child/staff ratio.

Ages of Children	Child/Staff Ratio
Infants under 12 months	5:1
One year old	7:1
Two year old	11:1
Three year old	13:1
Four year old	15:1
Five year old	19:1
Six year old and up	23:1

An average of the child/staff ratio may be applied to mixed groups of children ages two, three, four, and five. Ratios for children under two or over five years old are excluded from averaging. When a mixed group includes children less than two years of age, the age of the youngest child determines the ratio for the group to which the youngest child is assigned. When a mixed group includes children both older and younger than six years old and older, the ages of the children less than six determine the ratio for the group. During naptime, required staffing shall be present in the building to satisfy child/staff ratios and be available to assist as needed (refer to Section 7317 regarding supervision requirements). Staff counted for purposes of meeting child/staff ratio shall be awake.

Finding:

7315.A Based on record review/observations/interview: Provider did not meet child/staff ratio requirements at all times as 19 children (1-6 weeks old, 1-4 months old, 1-5 months old, 1-10 months old, 4-1 year olds, 8-3 year olds, and 3-4 year olds) ages 6 weeks to 4 years old were being supervised by 2 staff (S4 and S5). Child/staff ratio requirement allow 3 staff to supervised up to 19 children ages 6 weeks to 4 years old.
