

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: The daily attendance log for children did not include the time of arrival for 13 children on 3/23/2017, 16 children on 3/23/17, and 13 children on 3/27/17; the time of departure for 12 children on 3/23/17, 5 children on 3/24/17, and 16 children on 3/27/17; and the name of the person to whom the child was released for 17 children on 3/23/17, 11 children on 3/24/17, and 17 children on 3/27/17; The center failed to document the time of departure and arrival for children, who are transported to school by the center or a school bus, who has left and returned to the center during the day were not signed in/out as required.

1507-C: Daily Attendance Records - Independent Contractors

Not Met

1507-C: A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name, date of visit, arrival and departure times, and purpose of the visit.

Finding:

1507-C Based on record review: The center's independent contractors daily attendance record did not accurately reflect when the independent contractor was on the child care premises as evidenced by the lack of documentation of the time of departure for O3 on 3/6/17; for O4 on 10/20/16, 10/27/16, 11/17/16, 1/8/16, 1/12/17, 1/26/17, 2/9/17, 2/23/17, and 3/9/17; and for O5 on 11/18/16.

1703.B: Visitors - CBC/Accompanied

Not Met

1703.B: An early learning center shall obtain documentation of a satisfactory fingerprint based CBC for each visitor or independent contractor of any kind, prior to the person being present at the center or performing services for the center UNLESS the visitor or independent contractor WILL BE accompanied at all times while on the center premises by an adult, paid, staff member who is not being counted in child to staff ratios, and the center shall have copies of said documentation on-site at all times and available for inspection upon request by the Licensing Division.

1. Documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied a visitor or independent contractor at all times while the visitor or contractor was on the center premises shall include the date, arrival and departure time of the visitor or contractor, language stating that the visit or contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1703.B Based on record review: The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O2 on 10/27/16 and O3 on 3/6/17 at all times while they were on the center premises. Documentation did not include the language stating that they were accompanied by the staff member at all times while on the premises and signature of the staff member.

1711-J: Field Trip - Minimum Child to Staff Ratio

Not Met

1711-J: Field Trips - Minimum Child to Staff Ratios

1. Minimum child to staff ratios, plus one additional adult, shall be met for all field trips.
2. An adult staff member from the center shall be present with each group of children.
3. At no time shall a child or group of children be left alone without an adult staff member present unless the child is supervised by the parent of the child or designated representative authorized in writing by the parent.

Finding:

1711-J Based on record review/interview: The center did not meet the required child/staff ratio plus one additional adult for Grand Cinema Movie "Planet 51" Field trip with 19 children of the following ages: 6 years old and up with 1 staff on 7/18/16. S12 stated there was an additional staff member present, however the center failed to document this information.

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:
copy of a state or federal government issued photo identification;

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Finding:

1715-A.2 Based on record review: The center did not have a copy of S8, S18, S20, and S21 State or federal government issued photo Identification available for review.

1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review: The center failed to have a current CBC on file for O6 (expired 8/19/16) or failed to have documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the language stating that the contractor was accompanied by the staff member at all times while on the premises and the signature of the accompanying staff member. O6 was present at the center on 10/19/16, 10/26/16, 11/2/16, 11/9/16, 11/16/16, and 11/30/16.

1719-A.-B.: Orientation Training

Not Met

1719-A.-B.: Within seven calendar days of date of hire, 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,

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;

Finding:

1719-A.-B. Based on record review: The center lacked documentation of orientation training of the required topics: Child Abuse identification and reporting, emergency preparation, licensing regulations, and safe sleep practices occurring within seven calendar days of date of hire and prior to assuming sole responsibility for any children for S8, S18, S20, and S21; The center lacked documentation of orientation training of the additional policies and practices of the center : child development, child guidance, learning activities, health and safety, and shaken baby prevention occurring within 30 calendar days of date of hire for S8, S18, S20, and S21. S1 had a copy of Bulletin 137 (June 2015) in the center but failed to obtain a copy of photo identification for the staff members hired after May 2016.

1725-A.-E.: Medication Management Training

Not Met

1725-A.-E.:

- A. Beginning July 1, 2016 - All staff members who administer medication shall have medication administration training.
- B. Whether administering medication or not, each early learning center shall have at least two staff members trained in medication administration.
- C. Such training shall be completed every two years with an approved Child Care Health Consultant.
- D. A licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

Finding:

1725-A.-E. Based on record review: The center failed to have at least two staff members with medication administration training. The previous medication training certificates expired on February 28, 2017.

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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: Items that can be harmful to children, such as equipment, were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children as evidenced by licensing specialist observing a hot water heater in building three located in the boys bathroom beneath the sink in an unlocked cabinet that is accessible to children.

1915-A: Health Services - Observation

Not Met

1915-A: Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

Finding:

1915-A Based on record review: The provider did not document observations, when something is observed, noted on children upon arrival to the center. Results including an explanation from parent and/or child were not documented. Licensing specialist observed C2 to have red marks on his nose and cheek. Upon review of the daily observation log, the marks on C2's face were not documented on the child observation report for 03/28/2017. Upon review of child observation reports from multiple classrooms, the child observation report is lacking documentation of an explanation of the observation given by the parent of the child.

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: The provider did not have documentation of tornado drills that were conducted at least once per month during the months of May 2016 and June 2016. The tornado drills were completed on 3/15/2016 at 1:00pm and 4/18/2016 at 3:15pm..

2101-A.13: Appropriate Driver's License

Not Met

2101-A.13: The center shall maintain a copy of a valid appropriate Louisiana or other state-issued driver's license for all individuals who drive vehicles used to transport children, whether said drivers are staff members or contracted drivers.

Finding:

2101-A.13 Based on record review: The Provider lacked documentation that all individuals, S1, S9, S10, S12, and S14, who drive vehicles to transport the children have a copy of a valid appropriate Louisiana or other state-issued driver's license. S1 had a copy of Bulletin 137 (June 2015) in the center but failed to obtain a copy of a valid appropriate or other state-issued driver's license for all individuals whose staff duties include driving vehicles after May 2016 or they appear on the current automobile insurance policy effective 03/18/2017-03/18/2018.

2103-A: Parental Authorization

Not Met

2103-A: Written authorization shall be obtained from a parent to transport a child on a regular basis. Such authorization shall include the name of the child, the type of transportation (to and from school, to and from home) and the names of individuals, schools, or other entities to whom the child may be released.

Finding:

2103-A Based on record review: The center failed to have a written authorization from a parent to transport a child on a regular basis. Such authorization shall include the name of the child, the type of transportation (to and from school, to and from home) and the names of individuals, schools, or other entities to whom the child may be released, as evident by review of C11's child record.

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2103-E: Master Transportation Log

Not Met

2103-E: Master Transportation Log

1. A copy of the current master transportation log shall be maintained on file at the center and shall include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released. Documentation shall be maintained whether transportation is provided by the center or contracted.
2. Each driver or monitor, whether provided by the center or through a contractor, shall be provided a current master transportation log,

Finding:

2103-E Based on record review: The center's master transportation log provided to the center driver or attendant was incomplete as it did not include the names of the children, the pickup and drop off locations, the authorized persons to whom the children may be released. The provider did not have documentation that the driver or attendant was provided with a master transportation log. Transportation is provided by the Center.

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: The center's current passenger log provided to the center driver or attendant was incomplete as it did not include pick up and drop off locations; time child was placed on the vehicle; time child was released and name of the person or entity to whom child was released; and signature of staff person completing the log for 3/27/17 and 3/28/17.

2107.A.1-2: Visual Check of Vehicle

Not Met

2107.A.1-2: A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

1. A staff person shall physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the interior of the vehicle.
2. The staff member shall record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle.

Finding:

2107.A.1-2 Based on record review: The center failed to document a visual passenger check of a vehicle to ensure that no child is left in the vehicle that includes the first and last name of the staff completing the log and the time of the visual passenger check for 3/27/17 and 3/28/17.