

Statement of Deficiencies

5305-H: Children's Daily Attendance

Not Met

5305.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. (OLD TAG #5305.H.) The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as THERE WERE 206 CHILDREN PRESENT AND 204 SIGNED IN.

5311-A.2: Reference Checks

Not Met

5311.A.2. 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 three current, positive reference checks or telephone notes signed and dated. These references shall be obtained from persons not related to the employee.

Finding:

7311.A.2.(OLD TAG 5311.A.2) Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for 1 STAFF.

5311-A.4: Health Statement

Not Met

5311.A.4. 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 a written statement of good health signed by a physician or designee. Health statement dated within three months prior to offer of employment or within one month after date of employment is acceptable. A health statement is required every three years. Originals shall be presented upon request.

Finding:

7311.A.4.(OLD TAG 5311.A.4) Health records to include documentation of good health, signed by a physician or designee were not available for 5 STAFF.

5311-A.5: Criminal Record Check

Not Met

5311.A.5. 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 satisfactory criminal record check, as required by R.S.15:587.1. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another. No staff with a criminal conviction of a felony, a plea of guilty or nolo contendere of a felony, or any offense of a violent or sexual nature, or any offense involving a juvenile victim shall be employed in a Class "A" child care center.

Finding:

7311.A.5.(OLD TAG 5311.A.5) Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for [2] of [51] staff. Documentation of submission was not available. PROVIDER FAILED TO HAVE DOCUMENTATION OF A CURRENT CRIMINAL RECORD CHECK FOR 2 STAFF. STAFF SHALL NOT BE PRESENT IN THE CENTER UNTIL A SATISFACTORY CRIMINAL RECORD CHECK HAS BEEN RECEIVED FROM LOUISIANA STATE POLICE.

Statement of Deficiencies

5311-B.1: Criminal Record Check-Extracurricular

Not Met

5311.B.1. The following information shall be kept on file for therapeutic professionals and extracurricular personnel, e.g. computer instructor, dance instructor, librarian, tumble bus personnel, etc.: documentation of a satisfactory criminal record check, as required by R.S.15:587.1. Provider shall request this clearance prior to individual being present in the center. No individual with a criminal conviction of a felony, a plea of guilty or nolo contendere of a felony, or any offense of a violent or sexual nature, or any offense involving a juvenile victim shall be in a Class 'A' child care center. Note: Individuals employed by the school system may have on file at the center, a letter from school system administrative staff documenting that a criminal record clearance has been completed through Louisiana State Police.

Finding:

7311.B.1. (OLD TAG #5311.B.1.) The Provider did not have documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, for extracurricular personnel: [2 SCHOOL BOARD EMPLOYEE EXTRA CURRICULAR PERSONNEL]. Documentation of submission [was not] available prior to the individual being present in the center.

5312-A: Orientation Training

Not Met

5312.A. Within one week of employment and prior to having sole responsibility for a group of children, each staff member, including substitutes and foster grandparents, shall receive orientation training to include the following topics:

- center policies and practices including health and safety procedures;
- emergency and evacuation plan;
- supervision of children;
- discipline policy;
- job description;
- individual needs of the children enrolled;
- detecting and reporting child abuse and neglect;
- current Child Care Class "A" Minimum Licensing Standards; and
- confidentiality of information regarding children and their families.

This training shall be followed by four days of supervised work with children. Documentation shall consist of a statement/checklist in the staff record signed and dated by the staff person and director, attesting to having received such orientation training, and the dates of the supervised work with children.

Finding:

7312.A.(OLD TAG 5312.A) Provider lacked documentation that [2] of [51] staff received orientation within one week of employment and prior to having sole responsibility for a group of children.

5312-C: Annual Review

Not Met

5312.C. All staff, including substitutes and foster grandparents, shall have a signed and dated checklist/statement that the following topics are annually reviewed:

- center policies and practices including health and safety procedures;
- emergency and evacuation plan;
- supervision of children;
- discipline policy;
- job description;
- individual needs of the children enrolled;
- detecting and reporting child abuse and neglect;
- current Child Day Care Class "A" Minimum Standards;
- confidentiality of information regarding children and their families.

Finding:

7312.C.(OLD TAG 5312.C) Provider lacked documentation that staff, [5], have annually reviewed training topics.

Statement of Deficiencies

5312-D.1: Continuing Education

Not Met

5312.D.1. The director shall provide opportunities for continuing education of staff through attendance at child care workshops or conferences, for paid and non-paid staff who are left alone with children, or who have supervisory or disciplinary authority over children. The child care staff, excluding foster grandparents, shall obtain 12 clock hours of approved training per center's anniversary year in job related subject areas. At least three of the 12 clock hours of training for directors/director designees shall be in administrative issues. Documentation shall consist of attendance records or certificates received by staff. This is in addition to the required training hours from the Department of Health and Hospitals, pediatric first aid and infant/child/adult CPR. Medication administration training by a Child Care Health Consultant may count toward fulfilling three of the mandated 12 hours of continuing education training. All training shall have prior approval by the Department of Social Services. Original certificates shall be made available upon request.

Finding:

7312.D.1. (OLD TAG #5312.D.1.) There was no documentation that paid and non-paid staff, [ALL STAFF], who are left alone with children, or who have supervisory or disciplinary authority over children have obtained 12 clock hours of approved training per center's anniversary year. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR. THE CENTER STAFF DID NOT RECEIVE ALL THE REQUIRED HOURS OF APPROVED TRAINING IN THE PREVIOUS LICENSURE YEAR AND DID NOT RECEIVE ALL 12 HOURS THIS LICENSURE YEAR. THERE WERE 11 STAFF WHO HAD 6 HOURS OF APPROVED TRAINING AND 1 STAFF HAD 3 HOURS OF APPROVED TRAINING FOR THIS LICENSURE YEAR.

5312-D.2: Continuing Education - Cooks/Drivers

Not Met

5312.D.2. Cooks or drivers who are neither left alone with children, nor have supervisory nor disciplinary authority over children shall complete at least three clock hours of training in job related topics per center's anniversary year.

Finding:

7312.D.2. (OLD TAG #5312.D.2.) There was no documentation that ALL COOKS/ DRIVERS who are neither left alone with children, nor have supervisory nor disciplinary authority over children, obtained at least three (3) clock hours of approved training in job related topics per center's anniversary year. THE CENTER STAFF DID NOT RECEIVE ALL THE REQUIRED HOURS OF APPROVED TRAINING IN THE PREVIOUS LICENSURE YEAR AND DID NOT RECEIVE THE 3 HOURS OF TRAINING REQUIRED FOR THIS LICENSURE YEAR.

5312-E.5: CPR/PFA Vehicle

Not Met

5312.E.5. At least one staff in each vehicle (center provided or contract) shall have documentation of current infant/child/adult CPR certification and pediatric first aid certification.

Finding:

7312.E.5. (OLD TAG #5312.E.5.) There was not at least one staff in each vehicle (center provided or contract) with documentation of current [approved Infant/Child/Adult certification in CPR/ approved Pediatric First Aid training]. BOTH THE BUS DRIVER AND THE BUS AIDE ON BUS #596 DO NOT HAVE CPR/PFA CERTIFICATION.

Statement of Deficiencies

5315-A: Child-to-Staff Ratio

Not Met

5315.A. Child/staff ratios are established to ensure the safety of all children. Only those staff members directly involved in child care and supervision shall be considered in assessing child/staff ratio. 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; however, there shall always be a minimum of two child care staff present during hours of operation when children are present:

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 center to satisfy child/staff ratios.

Finding:

5315.A. The Provider did not meet the required child to staff ratio for children of the following ages:

[15] children age [3 to 4 years old] with 1 staff. The required AVERAGE ratio for children age Three years to Four years is 14 children to 1 staff.

Others on the premises meeting ratio as follows:

[15] children age [3 to 4] with 2 staff.

[13] children age [3 to 4] with 2 staff.

[14] children age [3 to 4] with 2 staff.

[17] children age [4 to 5] with 1 staff.

[14] children age [4 to 5] with 2 staff.

[14] children age [3 to 4] with 2 staff.

[14] children age [3 to 4] with 2 staff.

[15] children age [3 to 4] with 2 staff.

[15] children age [3 to 4] with 2 staff.

[16] children age [3 to 4] with 2 staff.

[15] children age [3 to 4] with 2 staff.

[13] children age [3 to 4] with 2 staff.

[16] children age [3 to 4] with 2 staff.

5323-B.4: Outdoor - Crawlspace

Not Met

5323.B.4. Crawlspace and mechanical, electrical, or other hazardous equipment shall be made inaccessible to children.

Finding:

7323.B.4. (OLD TAG #5323.B.4.) Crawlspace and mechanical, electrical, or other hazardous equipment is not inaccessible to children as

*THERE ARE TWO AC UNITS THAT ARE ON THE PORTABLE BUILDING THAT CAN BE REACHED BY CHILDREN AND ARE NOT ENCLOSED.

5327-G: Electrical Plug Covers

Not Met

5327.G. Unused electrical outlets shall be protected by a safety plug cover.

Finding:

7327.G. (OLD TAG #5327.G.) Unused electrical outlets were not protected by a safety plug cover in the

*THE LIBRARY HAD THREE OUTLETS WITHOUT SAFETY COVERS

Statement of Deficiencies

5331-L: Identification Information in Vehicle

Not Met

5331.L. There shall be information in each vehicle identifying the name of the director and the name, telephone number, and address of the center for emergency situations. In lieu of a visual inspection of a contracted vehicle, a signed statement by the agency representative verifying this information is acceptable.

Finding:

7331.L. (OLD TAG #5331.L.) The Provider's vehicle(s) for [daily transportation, field trips] did not have information in the vehicle identifying the name of the Director and the name, telephone number and address of the center for emergency situations. THE CONTRACT/LOANER BUS (#959) DID NOT HAVE THE IDENTIFYING INFORMATION ON IT. THIS BUS HAD ALSO BEEN USED FOR A FIELD TRIP AND THERE WAS NO SIGNED STATEMENT INCLUDED WITH THE FIELD TRIP DOCUMENTATION THAT VERIFIED THAT THIS INFORMATION WAS ON THE BUS WHEN THE FIELD TRIP WAS TAKEN. THIS BUS WOULD NOT NORMALLY BE AT THE CENTER AND AVAILABLE FOR INSPECTION BUT IT IS BEING USED AT THE MOMENT FOR DAILY TRANSPORTATION UNTIL BUS #595 CAN BE REPAIRED.

5333-F: Vehicles Visual Check

Not Met

5333.F. The driver or staff person shall check the vehicle and account for each child upon arrival and departure at each destination to ensure no child is left on the vehicle or at any destination. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked for each loading and unloading of children.

Finding:

7333.F. (OLD TAG #5333.F.) The Provider did not have documentation that the driver or a staff person checked the vehicle at the completion of each trip.

*ON THE FIELD TRIP TAKEN ON 2/18/09 THE TIMES OF VISUAL CHECKS WERE DOCUMENTED HOWEVER THE BUS DRIVER DID NOT SIGN THE FORM.

*ON THE FIELD TRIP TAKEN ON 2/18/09 THE CENTER WENT TO TWO DIFFERENT DESTINATIONS AND THERE WERE ONLY THREE VISUAL CHECK TIMES DOCUMENTED AND THERE SHOULD HAVE BEEN 5 DONE.

*ON THE FIELD TRIP TAKEN ON 3/5/09 THE CENTER WENT TO TWO DIFFERENT DESTINATIONS AND THERE WERE ONLY 4 VISUAL CHECKS DOCUMENTED AND THERE SHOULD HAVE BEEN 5 DONE.

5337-A: Contract for Transportation

Not Met

5337.A. The provider shall maintain a contract which is signed by the provider and a representative of the transportation agency outlining circumstances under which transportation will be provided. This written contract shall be dated, time limited and shall include verbiage in Section 5331.

Finding:

7337.A. (OLD TAG #5337.A.) The Provider contracted for transportation and there was not a contract signed by the provider and a representative of the transportation agency outlining circumstances under which transportation will be provided. THE CENTER HAS USED A BUS FROM THE CALCASIEU PARISH SCHOOL BOARD FOR A FIELD TRIP AND THEY DO NOT HAVE A CONTRACT WITH THEM TO USE THEIR BUSES WHEN ONE OF THE HEAD START BUSES IS NOT AVAILABLE.