

## Statement of Deficiencies

### 5308-A: Records Accessible

**Not Met**

5308.A. Documentation of the previous 12 months' activity shall be available for review. Records shall be accessible during the hours the facility is open and operating.

**Finding:**

7308.A. (old tag #7308.A) The provider did not have documentation of the previous twelve months' activity available for review. Staff employed by S1 during the 2010 to 2011 calendar year was not available for review by specialist. Specialist and S1 could not find record of S10.

### 5308-C: Retention of Staff Records

**Not Met**

5308.C. For licensing purposes, personnel records shall be kept on file a minimum of one year from termination of employment from the center.

**Finding:**

7308.C (old tag #5308.C.) Personnel records were not kept a minimum of one year from the termination of employment from the center. S10 last day in the center was unknown and record was not available.

### 5311-A.1: Staff Information Form

**Not Met**

5311.A.1. 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 an application and/or a staff information form with the following:

- name
- date of birth;
- address and telephone number;
- previous training/work experience;
- educational background; and
- employee's starting and termination date.

**Finding:**

7311.A.1 (old tag #5311.A.1) The Provider did not have an application/staff information form for staff: S10 did not have information available

### 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 staff: S10 did not have information available

### 5311-A.3: Job Descriptions

**Not Met**

5311.A.3. 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 written job descriptions for every position at the center.

**Finding:**

7311.A.3 (old tag#5311.A.3.) The Provider lacked a job description for every position at the center for staff: S10 did not have information available

## Statement of Deficiencies

### 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 staff: 3 of 10 (S6, S8 and S10 did not have information available)

### 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.) Staff shall not be present in the center until documentation of a criminal record clearance has been received from Louisiana State Police. 1 of 10 (S10 did not have information available)

### 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 [ 1 ] of [ 10 ] staff received orientation within one week of employment and prior to having sole responsibility for a group of children. Orientation training did not include documentation of the 4 days supervised work with children for the [ 1 ] of [ 10 ] staff. The provider's orientation training for [ 1 ] of [ 10 ] staff, did not include: [ 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; confidentiality of information regarding children and their families. ] As S1 informed specialist S10 did not have information available.

## 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, 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. Specialist and S1 discussed all staff members must have training hours; 1 of 9 previously employed staff did not have clock hours of training: S3

### 5323-B.3: Outdoor - Enclosed

**Not Met**

5323.B.3. The outdoor play space lacked an enclosure with a fence or other barrier in such a manner as to protect the children from traffic hazards, to prevent the children from leaving the premises without proper supervision, and to prevent contact with animals or unauthorized persons.

#### Finding:

7323.B.3 (old tag #5323.B.3.) The outdoor play space lacked an enclosure with a fence or other barrier in such a manner as to protect the children from traffic hazards, to prevent the children from leaving the premises without proper supervision, and to prevent contact with animals or unauthorized persons. As specialist arrived at 11:45 am and during visual inspection of outdoor play yard area with S1, specialist and S1 observed gate to play yard open and unlocked leading to driveway and open lot.

### 5327-L: Clean of Hazards

**Not Met**

5327.L. The center and yard shall be clean and free from hazards.

#### Finding:

7327.L.(old tag #7327.L) The center and yard were not free of hazards as specialist, S1 and S2 observed the following:  
INSIDE: 4 File boxes stacked on top of one another by the children's eating/activity area in two year old room (fall hazard); file boxes and art materials stacked on top of one another next to television area (fall hazard).  
OUTSIDE(Specialist and S1 observed): Wood chips longer than ballpoint pen and wider than ball point pen on play yard-can be used as a weapon for children on play yard as pieces were sharp and jagged.