

## 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 on 4/8/19, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 29 children were present and 23 children were signed in on the log. S1 corrected the daily attendance. S1 stated that she had 3 new children she needed to add to the system to clock them in and she corrected that during the visit.

### 1507.B.: Daily Attendance Records - Staff and Owners

Not Met

1507.B.: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

#### Finding:

1507.B. Based on record review on 4/8/19, the center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by S5 was signed at 7:49am however specialist arrived at 10:00am and S5 was not on the premises. According to S1, S5 did a grocery store run for the center and she did not sign out so that she could assure that she would be paid for running errands for the center.

### 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.&3.: Based on observation on 4/8/19, S1 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, upon termination or resignation of employment, the last date of employment, reason for leaving, for S6. S6 worked at Playhowse and came to Playhowse Too to assist due to a staff shortage and S1 stated that S6's file is still at the other center. According to S6 she has been working at Playhowse Too since August 2018.

### 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 4/8/19, S1 did not have a copy of S6 & S7 state or federal government issued photo identification available for review. S1 obtained a copy of S7's ID and placed it in the file.

## Statement of Deficiencies

### 1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, 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.

B. 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; and
6. CPR and first aid, as applicable.

#### Finding:

1719.A.&B.: Based on record review on 4/8/19, S1 lacked documentation that 1 of 8 staff, S6 received orientation training within 7 calendar days of the first day present at the center nor received an additional orientation within thirty days of date of hire. S1 stated that S6 was transferred from Playhowse and has been assisting her for over a year but S1 does not know a date of hire. S1 does not have an employee file containing orientation training has been completed by S6, S1 stated that it is still at the other center. According to S6 she has been working at Playhowse Too since August 2018.

### 1723.D.: Certification - More Than One Building

Not Met

1723.D.: When a center has more than one building, each building shall have at least one staff member present at all times certified in the CPR and First Aid appropriate for the age of the children present in the building.

#### Finding:

1723.D. Based on record review/observations on 4/8/19, the center has 2 buildings and not at least one staff member present at all times certified in the CPR and First Aid appropriate for the age of the children present in the building. S8 is present in building 2 with 13 children and S8 does not have 1st Aid and CPR training.

### 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 4/8/19, S3 has been working in the center since 6/24/16 and failed to have a valid CCCBC until it was issued to her on 3/27/19. According to the CCCBC portal S3's documentation was submitted on 3/25/19 and issued on 3/27/19. Since S3 was an existing staff a CCCBC should have been obtained prior to 10/31/18.

### 1901.M.: Strings and Cords

Not Met

1901.M.: Strings and cords, including but not limited to those found on equipment, window coverings, televisions and radios, shall be inaccessible to children under age 4.

#### Finding:

1901.M. Based on observations on 4/8/19, Strings and cords were accessible to children under age 4 as evidenced by in building 2 a white cord was hanging off the desk draped down and plugged into the wall. S8 slid a desk over to cover the cord making it inaccessible to the 3 and 4 year old children.

### 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 4/8/19, S1 did not post a current copy of 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General. The last copy posted is dated for Winter 2013.

## Statement of Deficiencies

### 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 4/8/19, indoor areas were not free of hazards as evidenced by in the office space located at the entrance of building one in the closet area there was 2 jugs of arm & hammer laundry detergent, 2 cans of paint sitting on the floor, resolve stain and odor cleaner, lavender multi-purpose cleaner, glass cleaner and 2 other bottles of cleaning supplies on the bottom shelf. The office in building 1 is not considered licensed space however the area is accessible to the children as they are entering to the center.

### 1907.A.1.&2.: High Chairs

Not Met

1907.A.1.&2.:

1. The high chair manufacturer's restraint device shall be used when children are sitting in a high chair.
2. Children who are either too small or too large to be restrained using the manufacturer's restraint device shall not be placed in a high chair.

#### Finding:

1907.a.1.: Based on observation on 4/8/19, the high chair manufacturer's restraint device was not in the high chair in the 1 yr olds classroom. S1 stated she was not sure where the belts were located but will remove the high chair until she find some or an alternative belt.

### 1907.E.2.: Cribs Free of Toys and Other Soft or Loose Bedding

Not Met

1907.E.2.: Cribs shall be free of toys and other soft or loose bedding, including comforters, blankets, sheets, bumper pads, pillows, stuffed animals and wedges when the child is in the crib.

#### Finding:

1907.E.2. Based on observations on 4/8/19, cribs were not free of pillows as evidenced by specialist observed C1, C9, and C10 to be laying on a boppy pillow when they were laying in the crib.

### 1919.A.&B.: Food Service and Nutrition - Menu

Not Met

1919.A.&B.: A. All meals and snacks provided by the center, and their preparation, service and storage, shall meet the requirements for meals of the U. S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), 7 CFR 226.20, and LAC 51:XXIII.

B. The weekly menu shall:

1. be planned for each day of the week and list the specific food items served;
2. be prominently posted by the first day of each week and remain posted throughout the week; and
3. have substitutions or additions posted on or near the menu.

#### Finding:

1919.A.&B.: Based on record review on 4/8/19, the current weekly menu listing specific food items served for each day of the week was not prominently posted by the first day of each week and remain posted throughout the week.