

## Statement of Deficiencies

### 1103-A-E: Critical Incidents and Required Notification

Not Met

1103-A-E: An early learning center shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:

1. death;
  2. serious injury or illness that required medical attention;
  3. reportable infectious diseases and conditions listed in LAC 51.II.105; and
  4. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.
- B. The parent shall be contacted immediately following any immediate notifications made under Subsection A.
- C. The Licensing Division and other appropriate agencies shall be notified via email within 24 hours of the incident.
- D. The Licensing Division shall be notified by written report within 24 hours of the incident or the next business day. This written notification shall be made on the Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form.
- E. Reporting deadlines may be adjusted in the event of a natural catastrophe and/or disaster, as determined by the Department.

#### Finding:

1103-A-E Based on record review: The center failed to notify the Licensing Division by written report within 24 hours of the incident or the next business day. Specialists observed a critical incident form for C11 dated 9/6/17 at 3:45pm that was not submitted to Licensing within 24 hours or the next business day. C11 fell on the play yard and hurt her wrist resulting in C11 going to the doctor on 9/7/17 and received a locking cast. Specialist consulted with Licensing Division and was made aware that the incident had not been reported to them.

### 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/interview(s):

The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 92 children were present and 89 children were signed in on the log.

### 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 did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center. Specialists observed O1 did not have an updated CBC. The last CBC was a Right to Review dated 10/13/16 which expired on 10/13/17. O1 has been to the center 20 times since the expiration of the Right to Review.

### 1907-F.1-5: Prohibited Items

Not Met

1907-F.1-5: Prohibited Items

1. Infant walkers;
2. Toy chests, storage bins and other equipment with attached lids;
3. Latex balloons for children under age 3;
4. Trampolines; and
5. Culverts.

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**Finding:**

1907-F.1-5: Prohibited Items: Based on observations and interviews: Specialist observed 2 toy chest benches. Specialists brought it to the attention of S1. S1 had S6 screw down the bench lids to make inaccessible to the children on the play ground.

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