

Statement of Deficiencies

1503.D.: Waiver of Liability

Not Met

1503.D.: Parents shall not be required to waive the center's responsibility.

Finding:

1503.D. Based on record review on 4/17/19, parents are required to waive the provider's responsibility in the event of an accident or injury as LS observed 10 out of 10 children files with a signed and dated Liability Release Form that stated the following:

"In enrolling my (our child/children in the toddler, preschool or elementary program at Montessori School of Ruston, Louisiana, I (we) understand that MSR assumes no responsibility for sickness or injury which may occur while my (our) child/children are in attendance. As a condition of enrollment of my (our) child/children, I (we) hereby relieve and release Montessori School of Ruston and its employees and board of directors from any and all liability for injury and sickness which may occur for any cause while my (our) child/children are in this program. In case of sickness or injury, I (we) authorize you to call the child/children physician, or in his or her absence, any other physician to examine and/or treat my (our) child/children at my (our) child/children at my (our) expense."

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 4/17/19, the daily attendance log for children did not include the time of arrival of each child as LS observed 11 children were present and only 8 children were signed in. S5 was able to verify the children that were not signed in.

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/interview on 4/17/19, 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 LS observed S1 was not present upon LS arrival to the center. S1 was not signed in for today as well as 4/15/19 and 4/16/19. S1 stated she was present on 4/15 and 4/16. S1 also stated she was present at 8:00 am, left the center, and returned at 10:00 am but failed to document her arrival and departure. S1 did correct the document during the center visit.

1515.A.1.: Child Records and Cumulative Files

Not Met

1515.A.1.: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
 - a. name of child, date of birth, sex, date of admission;
 - b. name of parents and the home address of both child and parents;
 - c. phone numbers where parents may be reached while child is in care;
 - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
 - e. name and telephone number of child's physician, if applicable;
 - f. name and telephone number of the child's dentist, if applicable;
 - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;
 - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

Finding:

1515.A.1. Based on record review on 4/17/19, 10 of 10 children's records reviewed lacked the required information on the Child's Information Form as the date of admission information was omitted on the Child Information Form.

Statement of Deficiencies

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.: Based on record review on 4/17/19, S1 did not have an application/staff information form to include S4 and S5's hire date and first day on-site working with children as LS observed this information was not in the staff folder nor readily available for LS to review. S1 provided LS the staff members initial date hire date according to the daily attendance for staff.

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 4/17/19, S1 lacked documentation that 2 of 5 staff, S4 and S5, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children as well as within 30 calendar days of date of hire as LS observed there was no orientation documentation within S4 and S5's folder nor was this information readily available for LS review.

S4's hire date was: 1/7/19

S5's hire date was: 10/1/18