

## 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 2 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:**

7311A.4 (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 1 of 9 staff. Documentation of submission was available that the request was mailed 10/21/07 before the 12/17/07 deadline. It was returned for fingerprints, and was re-submitted .

### 5311-B.2: Information Extracurricular

**Not Met**

5311.B.2. 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 their presence at the facility to include:

- name;
- date of visit;
- arrival and departure times; and
- reason in center.

**Finding:**

7311 B.2 (old tag 5311.B.2). Provider did not have documentation on file that therapeutic professionals document their presence at the facility.

### 5319-D: Posted Menu

**Not Met**

5319.D. Current weekly menus for meals and snacks listing specific food items served shall be prominently posted. Menu substitutions shall be recorded on or near the posted menu.

**Finding:**

7319.D (old tag)5319.D. Although meals met requirements, menu substitutions were not recorded on or near the posted menu as posted breakfast was pancakes and syrup, slice apples, and milk. Breakfast served was blueberry muffins, applesauce, and milk. Posted lunch was baked chicken, macaroni & cheese, vegetable medley, pears, and milk. Lunch served was turkey Ham, mashed potatoes and gravy, green beans, apricots, rolls, and milk.

## **Statement of Deficiencies**

### **5335-D: Master Transportation List**

**Not Met**

5335.D. Each driver or attendant shall be provided with a current master transportation list including each child's name, pick up and drop off locations, and authorized persons to whom the child may be released. Documentation shall be maintained on file at the center whether provided by center or contract.

**Finding:**

7335.D (old tag 5335.D.) The provider did not have documentation that the driver or attendant was provided with a current master transportation list. Transportation is provided by center.

---

### **5335-E: Attendance Record**

**Not Met**

5335.E. The driver or attendant shall maintain an attendance record for each trip. The record shall include the driver's name, the date, name of all passengers (children and adults) in the vehicle, the name of the person to whom the child was released and the time of release. Documentation shall be maintained on file at the center whether provided by center or contract.

**Finding:**

7335.E. (old tag 5335.E.) The transportation attendance record documentation was incomplete as it did not always include: the name of the person to whom the child was released. Often grandmother, grandfather, mother, or daddy was documented. The person's full name is required. Transportation is center provided.

---

### **5335-F: Visual Check of Vehicle**

**Not Met**

5335.F. The staff shall check the vehicle at the completion of each trip to ensure that no child is left on the vehicle. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked. Documentation shall be maintained on file at the center whether provided by center or contract.

**Finding:**

7335.F.(old tag 5335.F.) Documentation of the visual check of the vehicle was incomplete as it did not include the the time the vehicle was checked.

---