

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: S1's daily attendance record for children did not include the time of arrival and departure of each child and the name of the person to whom the child was released.

- On 4/18/19, 1 of 12 children did not have the time of arrival; 2 of 12 children did not have time of departure and first and last name of the person to whom the child was released.
- On 4/19/19, 2 of 8 children did not have time of departure; 3 of 8 children did not have the first and last name of the person to whom the child was released.
- On 4/23/19, 3 of 14 children did not have the first and last name of the person to whom the child was released.
- On 4/24/19, 1 of 14 children did not have the first and last name of the person to whom the child was released.
- On 4/25/19, 1 of 12 children did not have the first and last name of the person to whom the child was released.
- On 4/26/19, 3 of 12 children did not have the first and last name of the person to whom the child was released.

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: S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure. There is no documentation of sign in for S1, S2, and S3 on 4/29/19. The Specialist observed S1, S2, and S3 on premises during the Licensing visit.

S1 stated staff signed in for 4/29/19, however the date of sign in shows 4/26/19. S1 stated she and S2 arrived at 6:30am, and S3 arrived at 8:00am on 4/29/2019. S1 stated S1, S2, and S3 forgot to sign in and out on 4/26/19, and mistakenly put their arrival times for 4/29/19 on 4/26/19. S1 stated she worked 6:30am - 5:30pm on 4/26/19. S2 stated she worked 6:30am - 10:00am on 4/26/19. S3 stated she worked 8:00am - 5:30pm on 4/26/19.

1507.E.: Daily Attendance Records - Visitors

Not Met

1507.E.: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

Finding:

1507.E. Based on record review: The daily attendance record for all visitors did not include arrival and departure times, and the purpose of the visit.

- On 3/27/2019, there is documentation of the arrival and departure times for O1 and O2.
- On 4/1/2019, there is documentation of the arrival and departure times, and the purpose of the visit for O3.

1509.A.9.: Electronic Devices Policy

Not Met

1509.A.9.: Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. electronic device activities for children under age two are prohibited; and
- b. time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day;

Finding:

1509.A.9.a. Based on observations: S1 did not follow the electronic devices Policy as electronic devices were in use in the presence of children under age 2. On 4/29/2019, the Specialist observed 12 children, ages 1 - 3 yrs old, watching a cartoon on television while eating breakfast. 4 of the 12 children, C4, C8, C10, and C12 are under the age of two years old. S1 stated the one years olds don't really pay attention to the television. S1 stated she will discontinue using the television during breakfast time.

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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: 1 of 12 children's records reviewed, C3, did not contain a Child's Information Form. On 4/29/2019, there was no documentation in C3's folder of the following: an information form signed and dated by the parent, date of admission, phone numbers where parents may be reached while child is in care, and name and phone number of person to contact in an emergency.

S1 stated C3's date of admission was 1/9/2019. S1 stated she has C3's parent contact information in her phone to contact in case of emergency. S1 stated C3's Master Card should have been in the folder, however it was not accessible during the Licensing visit.

1515.A.2.: Emergency Medical Treatment

Not Met

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

Finding:

1515.A.2. Based on record review: 1 of 12 Children's records lacked a signed and dated parental authorization to secure emergency medical treatment. On 4/29/2019, there was no documentation in C3's folder of a signed written authorization by the parent to secure emergency medical treatment. S1 stated the authorization form should have been in C3's folder, however it was not accessible during the Licensing visit.

1515.A.3.: Releasing of Children

Not Met

1515.A.3.: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

Finding:

1515.A.3. Based on record review: 1 of 12 children's folders reviewed, C3, did not have written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center. S1 stated the authorization form should have been in C3's folder, however it was not accessible during the Licensing visit.

1723.A.&B.: CPR Certification

Not Met

1723.A.&B.: A. Infant and child CPR. Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in infant and child CPR through training approved by the department.

B. Adult CPR. Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in adult CPR through training approved by the department.

Finding:

1723.A. Based on record review: S1 did not have documentation that at least fifty percent (50%) of all staff or at least four staff on the premises and accessible to children, have current certification in infant and child CPR through training approved by the department. 1 of 3 staff, S1, have current documentation of this certification. S1 stated she will schedule for S2 and S3 to take the training course soon.

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1723.C.: Pediatric First Aid

Not Met

1723.C.: Pediatric First Aid. Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in pediatric first aid through training approved by the department.

Finding:

1723.C. Based on record review: S1 did not have documentation that at least fifty percent (50%) of all staff or at least four staff on the premises and accessible to children, have current certification in Pediatric First Aid through training approved by the department. 1 of 3 staff, S1, have documentation of this certification. S1 stated she will schedule for S2 and S3 to take the training course soon.

1901.J.&K.: Items That Can be Harmful to Children

Not Met

1901.J.&K.: J. Items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, shall kept in a locked cabinet or other secure place that ensures they are inaccessible to children.

K. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

Finding:

1901.J. Based on observations: On 4/29/2019, items that can be harmful to children, such as cleaning supplies and chemicals, were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children. The Specialist observed one container of Clorox Disinfectant Wipes on the counter near the kitchen that was accessible to the twelve 1yr - 3yr old children present. Corrected at time of Licensing visit.

1901.K. Based on observations: On 4/29/2019, one roll of plastic bags, that were not in use, were accessible to the twelve 1yr - 3yr old children. The Specialist observed the roll of unused plastic bags between the sink and changing table in the children's restroom. Corrected at time of Licensing visit.

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.B. Based on record review/observations: 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. On 4/29/2019, there was documentation of a posted menu for the week. S1 stated she took the menu down to update it, but forgot to put it back up. The Specialist observed S1 serve the following for lunch: Red Beans and Rice, Peaches, Apple Sauce, and Milk. Corrected at time of Licensing visit.

1921.A.: Emergency Preparedness and Evacuation Planning

Not Met

1921.A.: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds, including food and formula;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

Finding:

1921.A. Based on record review:

S1 failed to have a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that include the following:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being

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of children in care;

3. include specific procedures for handling infants through two year olds, including food and formula;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;

S1 stated she has a written plan, however it was not accessible during the Licensing visit.
