

## Statement of Deficiencies

### 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:

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 the lack of documentation of departure times for: 4 of 4 staff on 2/17/17, 4 of 4 staff on 3/20/17, and 4 of 4 staff on 4/28/17. Center staff did not document arrival times of 4 of 4 staff on 5/1/17. Arrival times were corrected during licensing visit.

### 1507-C: Daily Attendance Records - Independent Contractors

Not Met

1507-C: A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name, date of visit, arrival and departure times, and purpose of the visit.

#### Finding:

1507-C Based on interview(s):

The Provider did not maintain documentation of a daily attendance record for Independent Contractors to include first and last name, date of visit, arrival and departure times, and purpose of the visit. S1 stated Early Steps staff does visit the center to service children but she is unable to locate the sign in log at this time.

### 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 interview(s):

The Provider did not maintain documentation of a daily attendance record for Visitor's to include first and last name, date of visit, arrival and departure times, and purpose of the visit. S1 stated she is unable to locate the sign in log at this time.

### 1715-A.4: Criminal Background Check

Not Met

1715-A.4: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following: documentation of a fingerprint based satisfactory criminal background check

#### Finding:

1715-A.4 Based on record review: Documentation of a satisfactory fingerprint based criminal background check (CBC) was not available for 1 of 5 staff, prior to the individual(s) being present in the childcare facility (1703.A) S4 date of hire is 2/6/17, was present in the center on 2/6/17 and the CBC was received on 2/7/17. Based on record review: S5 provided a copy of their certified criminal background check (RTR), however, the provider failed to obtain a new satisfactory criminal background check from the Louisiana State Police for this staff prior to the one year date of issuance of the previous certified criminal background check in order for the individual to continue employment at the center (1703.E). The criminal background check on file for S5 expired on 3/28/17 and this staff person was present in the licensed child care facility on 3/28/17, 3/29/17, 3/30/17, 3/31/17, 4/4/17, 4/5/17, 4/6/17, 4/7/17, 4/11/17, 4/12/17, 4/13/17, 4/18/17, 4/19/17, 4/20/17, 4/21/17, 4/24/17, 4/26/17, 4/27/17.

### 1901-C: End-of-Day Check

Not Met

1901-C: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

#### Finding:

1901-C Based on record review:

The center's end of day check did not include the time of visual check and signature of the staff conducting the visual check on 4/28/17.

## Statement of Deficiencies

### 1915-B.&C: Health Services - Parental Notification

Not Met

1915-B.&C:

B. Reporting. Incidents, injuries, accidents, illnesses, and unusual behavior shall be documented and reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence.

C. Immediate Notification. The parent shall be immediately notified in the following circumstances:

1. blood not contained in an adhesive strip;
2. head or neck or eye injury;
3. human bite that breaks the skin;
4. animal bite;
5. impaled object;
6. broken or dislodged teeth;
7. allergic reaction skin changes (e.g. rash, spots, swelling, etc.);
8. unusual breathing;
9. symptoms of dehydration;
10. temperature reading over 101° oral, 102° rectal, or 100° axillary; or
11. injury or illness requiring professional medical attention.

#### Finding:

1915-B.&C. Based on record review: The center did not have documentation of immediate notification to the parent when the following occurred to a child: C4 and C5. C4 was hit in the head with a toy truck, incident occurred at 8:55am on 4/18/17 and the parent was notified at 10:00am. C5 bumped heads with a friend and has a bruise on nose, incident occurred at time unknown on date unknown and the time and date of notification to the parent is not documented. Based on record review: The center failed document the date and time of accident occurring at the center regarding C1 being scratched near the eye with a stick on date unknown at time unknown but staff completed form on 4/20/17; C2 being bit on/around the mouth by another child on date unknown at time unknown but staff completed form on 4/26/17; C2 having bite marks on his back on date unknown at time unknown but staff completed form on 4/24/17.

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

Not Met

1919-A&B: 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) and 7 C.F.R. 226.20 and the Louisiana Sanitary Code, Title 51, Part XXIII, found at LAC 51:XXXIII. For the current CACFP meal patterns, contact the Louisiana Department of Education, Division of Nutrition Support.

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 <b>posted</b> throughout the week; and
3. have substitutions or additions posted on or near the menu.

#### Finding:

1919-A&B: Based on interview: The center failed to post the current weekly menu listing specific food items served for each day of the week and posted by the first day of each week and remain posted throughout the week. S1 stated she did not create a menu for the current week as of 5/1/17.