

## Statement of Deficiencies

### 5303.C.4: Notification of Changes

Not Met

5303.C.4. The Bureau shall be notified prior to making changes which may have an effect upon the license, e.g., age range of children served, usage of indoor and outdoor space, director, hours/months/days of operation, transportation, etc.

**Finding:**

5303.C.4. The Director did not notify the Bureau prior to making changes that had an effect on the license as transportation is not on providers license, but the center does field trips only.

### 5305-B: Liability Insurance

Not Met

5305.B. The provider shall maintain in force at all times current commercial liability insurance for the operation of a center to ensure medical coverage for children in the event of accident or injury. The provider is responsible for payment of medical expenses of a child injured while in the provider's care. Documentation shall consist of the insurance policy or current binder that includes the name of the child care facility, physical address of the facility, name of the insurance company, policy number, period of coverage and explanation of the coverage.

**Finding:**

5305.B. The Provider lacked required documentation of current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury.

### 5305-D: Department of Health

Not Met

5305.D. The provider shall have documentation of yearly sanitation inspection and current approval from the Office of Public Health, Sanitarian Services. If food is catered or transported, approval is needed from the health department.

**Finding:**

5305.D. The Provider lacked documentation of a current annual inspection and approval from the Office of Public Health, Sanitarian Services.

### 5305-E: State Fire Marshal

Not Met

5305.E. The provider shall have documentation of yearly safety inspection and current approval from the Office of State Fire Marshal.

**Finding:**

5305.E. The Provider lacked documentation of a current annual fire safety inspection and approval from the Office of State Fire Marshal.

### 5305-F: City Fire Department

Not Met

5305.F. The provider shall have documentation of yearly safety inspection and current approval from the City Fire Department (if applicable).

**Finding:**

5305.F. The Provider lacked documentation of a current annual safety inspection and approval from the City Fire Department.

### 5305-I: Staff Attendance

Not Met

5305.I. A daily attendance record for staff, including the director/owner, to include the time of arrival and departure shall be maintained. Staff shall document in/out when not on the child care premises. This record shall accurately reflect persons on the child care premises at any given time.

**Finding:**

5305.I. The center's staff daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by some staff members not signing out.

## Statement of Deficiencies

### 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:**

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for 5 of 16 staff. . Documentation of submission was available.

### 5312-B: Quarterly Training

Not Met

5312.B. The director shall conduct, at a minimum, one staff training session/meeting every three months. Documentation shall consist of the date of the training session, training topics, and signatures (not initials) of all staff in attendance.

**Finding:**

5312.B. Provider lacked documentation that the director conducted one staff training session each three month quarter consisting of dated minutes of the training sessions including training topics and signatures (not initials) of staff in attendance.

### 5327-O: Fire Drills

Not Met

5327.O. Fire drills shall be conducted at least once per month. These shall be conducted at various times of the day and night (if nighttime care is provided) and shall be documented. Documentation shall include:

- date and time of drill;
- number of children present;
- amount of time to evacuate the center;
- problems noted during drill and corrections noted; and
- signatures (not initials) of staff present.

**Finding:**

5327.O. The Provider did not have documentation on file that fire drills were conducted at least monthly at various times of the day and night (if nighttime care is provided). The last documented fire drill was 3/30/07.

### 5327-P: Visual Check of Center

Not Met

5327.P. The entire center shall be checked after the last child departs to ensure that no child is left unattended at the center. Documentation shall include date, time, and signature of staff conducting the visual check.

**Finding:**

5327.P. The Provider did not document that the entire center is checked at the end of the day to ensure that no child is left unattended at the center.

### 5331-H: Appropriate Driver's License

Not Met

5331.H. The provider shall maintain a copy of a valid appropriate Louisiana driver's license for all individuals who drive vehicles (staff, contracted persons, parents) used to transport children.

**Finding:**

5331.H. The Provider lacked documentation that all individuals who drive vehicles to transport the children have a copy of a valid appropriate Louisiana driver's license.

## **Statement of Deficiencies**

### **5331-I: Liability Insurance**

**Not Met**

5331.I. The provider shall maintain in force at all times current commercial liability insurance for the operation of center vehicles to ensure medical coverage for children in the event of accident or injury. This policy shall extend coverage to any staff member who provides transportation for any child in the course and scope of his/her employment. The provider is responsible for payment of medical expenses of a child injured while in the provider's care. Documentation shall consist of the insurance policy or current binder that includes the name of the child care facility, the name of the insurance company, policy number, period of coverage and explanation of the coverage. If transportation is provided by parents for field trips or transportation is provided by contract, whether daily or field trip, a copy of the current liability insurance shall be maintained on file.

#### **Finding:**

5331.I. The Provider lacked documentation of current commercial liability insurance for the operation of the vehicle(s) to ensure medical coverage for children in the event of accident or injury.

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