

Statement of Deficiencies

1509-A.8. a-b: Behavior Management Policy

Not Met

1509-A.8. a-b: Behavior Management Policy

Each center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center.

The behavior management policy shall prohibit children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Finding:

1509-A.8. a-b Based on record review on 5/7/2018, S1 did not have a behavior management policy that clearly states ALL types of positive discipline that are used and all methods of discipline that are prohibited as LS observed the following information was omitted from the center's policy:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

1711-J: Field Trip - Minimum Child to Staff Ratio

Not Met

1711-J: Field Trips - Minimum Child to Staff Ratios

1. Minimum child to staff ratios, plus one additional adult, shall be met for all field trips.
2. An adult staff member from the center shall be present with each group of children.
3. At no time shall a child or group of children be left alone without an adult staff member present unless the child is supervised by the parent of the child or designated representative authorized in writing by the parent.

Finding:

1711-J Based on record review on 5/7/18, Although child/staff ratio was met, S1 did not have one additional adult present on the Greer Road, Spring and Graduation Pictures taken on 4/24/2018. LS observed 19 children age 3 yr to 5 yrs old were on the field trip with S2 and S3 without an additional staff member present.

Statement of Deficiencies

1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A: Based on record review on 5/7/18, S1 did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center for O1 as LS observed this information was not available during the center visit. S1 also failed to have a satisfactory fingerprint for O1 and O2 as LS observed both failed to have a current affidavit. O1 and O2's affidavits were both effective during the 2016-2017 school year. O1 was observed at the center on 1/22/18 and 2/12/18. O2 was observed at the center on 12/13/17. Neither O1 or O2 were accompanied by a staff member not counted in child to staff ratio as LS observed this information was omitted from the center's visitor log.

1901-G.-H.: Equipment

Not Met

1901-G.-H.: G. All equipment used by children shall be maintained in a clean and safe condition and in good repair.
H. Moveable equipment shall be secured and supported so that it shall not fall or tip over.

Finding:

1901-G.-H. Based on observations on 5/7/18, all of the center equipment used by children was not maintained in a clean and safe condition and in good repair as LS observed a tricycle with a missing foot pedal located on the center playground. LS did not observe S1 removing the broken equipment during the center visit.

1901-Q: The Safety Box

Not Met

1901-Q: The center shall post a copy of the current The Safety Box newsletter issued by the Louisiana Office of the Attorney General and shall immediately remove from the early learning premises any items listed as recalled.

Finding:

1901-Q Based on record review on 5/7/18, S1 did not post a current 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General as LS observed a newsletter for the July - Sept 2017 quarter.

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 posted throughout the week; and
3. have substitutions or additions posted on or near the menu.

Finding:

1919-A&B: Based on record review on 5/7/18, 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 as LS observed at 10:53 am, 4/30/18 - 5/4/18 menu was posted. At that time, S1 took the menu down and replaced it with 5/7/18 - 5/11/18 menu.

S1 also failed to document menu substitutions or additions as they were not posted on or near the menu. LS observed the center 5/7/18 - 5/11/18 menu stating the following for today: breakfast: grits, sausage, toast, and milk lunch: baked chicken, rice/gravy, green beans, tropical fruit, rolls, and milk. LS observed the children having spaghetti, meat sauce, corn, tropical fruit, crackers, and milk. LS did not observe any of the substitutions posted during the center visit.

Statement of Deficiencies

2103-E: Master Transportation Log

Not Met

2103-E: Master Transportation Log

1. A copy of the current master transportation log shall be maintained on file at the center and shall include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released. Documentation shall be maintained whether transportation is provided by the center or contracted.
2. Each driver or monitor, whether provided by the center or through a contractor, shall be provided a current master transportation log,

Finding:

2103-E Based on record review/interview(s) on 5/7/18, S1 did not have documentation that the driver or attendant was provided with a master transportation log as S1 stated this information was not at the center and they have yet to complete this information. S1 stated transportation is provided by Delta Community Action Head Start Rayville #2.

2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
 - a. date the transportation is provided;
 - b. name of the child;
 - c. name of driver and staff members;
 - d. pick up and drop off locations;
 - e. time child was placed on the vehicle;
 - f. time child was released and name of the person or entity to whom child was released; and
 - g. signature of staff person completing the log.

Finding:

2103-F Based on record review/interview(s) on 5/7/18: S1 did not have documentation that the center maintained a copy of the Passenger Transportation Log as S1 stated they only keep information for children that are dropped off/picked up by their parents. The center was observed documenting on the daily attendance log the time of departure from the center and the bus number. Transportation is provided by Delta Community Action Rayville #2.