

Statement of Deficiencies

1707-C: Administrative Duties

Not Met

1707-C: More than 42 Children in Care. When the number of children present at an early learning center exceeds 42, the duties of the director or director designee shall consist only of performing administrative duties or there shall be an individual present whose job duties consist solely of administrative duties and of ensuring that staff members working with children do not leave their classrooms to handle administrative duties.

Finding:

1707-C Based on observations: The Director's (S1) duties did not consist only of administrative functions when the number of children in care exceeded 42 as there was 47 children at the center and director was performing teacher duties. S1 was observed in a classroom of sixteen 3-4 year olds when specialist arrived. S1 was able to switch with another staff member and assist specialist with licensing inspection.

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 fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review: 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. Based on review of the sign in for extracurricular staff dated 01/26/17-05/09/17, O1, from Early Steps was present in the center on 02/06/17.

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

Not Met

1901-J.&K.: 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. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

Finding:

1901-J.&K.: Items That Can be Harmful to Children Based on observation: Items that can be harmful to children cleaning supplies (Ultra Duster Industrial Strength) and tools (3 pair of adult scissors and screw driver) were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children as specialist observed office/director's desk with these items sitting with in reach of the children.

2105-E: Field Trip - Record

Not Met

2105-E: A written record for each field trip shall be maintained and shall include the following:

1. date, destination(s) and method of transportation;
2. names of all the children being transported in each vehicle;
3. names of the driver, staff members and other adults being transported in each vehicle;
4. names of other adults who joined the field trip at the destination(s) to assist with supervision of children; and
5. the presence of each child each time the children enter or exit the vehicle.

Finding:

2105-E Based on record review: S1's record of all field trips taken was incomplete as it did not include the names of the driver, the presence of each child each time the children enter or exit the vehicle. S1 could only locate one field trip performed in the anniversary year. On 04/13/17 the center took a trip to Natchitoches Nursing and Rehab Center and the staff failed to document the time of return to the center and failed to check off children returning to the center. S1 states that her 2016 field trips are already in storage.

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2107-B.1-3: Field Trip Visual Vehicle Check

Not Met

2107-B.1-3: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

Finding:

2107-B.1-3 Based on observations:

Documentation of the visual check of the vehicle was incomplete as it did not include the the signature of the person conducting the check upon arrival at location on field trip taken on 04/13/17.

For field trip taken on 04/13/17, a face-to-name count was not conducted prior to leaving facility for destination, before departing destination for return to facility, and upon return to facility to ensure that no child was left on the trip as evidenced by these areas were left blank.
