

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: Specialist reviewed the Staff Daily Attendance Log from 2/1/19 to 5/9/19, and S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure a total of 17 times.

1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
 - a. name;
 - b. date of birth;
 - c. home address and phone number;
 - d. training,
 - e. work experience;
 - f. educational background;
 - g. hire date; and
 - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

Finding:

1715.A.1.: Based on Record Review/Interview: S1 did not have a personnel file for S7, Substitute Teacher, to provide for Specialist's review. Specialist reviewed the Visitor's Daily Attendance Log and S7 is signed in as a Substitute on 3/25/19, 4/3/19, 4/9/19, 4/10/19, 4/23/19, 4/24/19, 5/7/19, and 5/8/19. S1 stated S7 is a floating Substitute Teacher for all of the Centers and her file is kept at the Main Office. S1 states she will obtain a duplicate record and maintain at the Center's site.

1725.A.-C.: Medication Management Training

Not Met

- 1725.A.-C.: A. All staff members who administer medication shall have medication administration training.
- B. Whether the center is administering medication or not, each early learning center shall have at least two staff members trained in medication administration and at least one on the premises. A staff member who is a licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.
- C. Such training shall be completed every two years with an approved child care health consultant.

Finding:

1725.B.&C.: Based on Record Review: S1 did not have at least two staff members trained in medication administration whether the early learning center administers medication or not.

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 Observation/Record Review/Interview: Menu substitutions or additions were not posted on or near the menu. Specialist reviewed the posted menus in classroom one, classroom two, and the cafeteria and each menu included a different meal item to be served during lunch for this day, 5/9/19. Specialist interviewed S5, kitchen staff, and she stated the lunch items served this day were pork roast, rice dressing, snap peas, ambrosia, and a roll. Specialist consulted with S1 and S5 to post the weekly menu with the correct food items to be served daily and should include substitutions when needed.