

Statement of Deficiencies

1507.A.: Daily Attendance Records - Children

Not Met

1507.A.: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

Finding:

1507.A. Based on observations/record review: The daily attendance log for children did not include the time of arrival and departure of each child and the name of the person to whom the child was released. The Specialist observed on the children's attendance log for 05/13/2019 six signature's missing for the person that the child was released to, as well as three children that did not have all times documented for arrival or departure. On the children's attendance for 05/14/2019 there were two children's departure times missing, as well as missing one signature of whom the child was released to. On the children's attendance for 05/15/2019 there was one signature missing for whom the child was released to. On the children's attendance for 05/16/2019 there were four signatures missing for whom the child was released, as well as one departure time. On the children's attendance for 05/21/2019 there were five signatures missing for whom the child was released, and two missing departure times.

1507.C.: Daily Attendance Records - Independent Contactors

Not Met

1507.C.: Independent Contractors. A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name of the contractor, date of visit, arrival and departure times, name of staff member that accompanied contractor, if required, and purpose of the visit.

Finding:

1507.C. Based on observations/record review/interview(s): The center did not have independent contractors' daily attendance records. S1 stated that she has an independent contractor that comes into the center, but confirmed via phone that the contractor took her records of attendance to turn in to her supervisor. There were no copies or documentation on site for the Specialist to review of the independent contractors on site.

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, local school district staff, and departmental staff other than those responsible for inspecting centers:

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 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 observations/record review/interview(s): 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. S1 stated that the record was taken by the independent contractor along with the sign in for the independent contractors.

1717.C.: Independent Contractors and Student Trainees - Record Retention

Not Met

1717.C.: Records Retention. Records for independent contractors and student trainees shall be maintained for a minimum of three years from the date the contractor or student was last present at the center.

Finding:

1717.C. Based on observations/record review/interview(s): The records for independent contractors and student trainees were not maintained for a minimum of three years from the date the contractor or student was last present at the center. S1 stated that the record was taken by the independent contractor along with the sign in for the independent contractors.

Statement of Deficiencies

1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices.

B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention; and
6. CPR and first aid, as applicable.

Finding:

1719.A.&B.: Based on record review/observation/interview: The center lacked documentation that 2 of 7 staff, S6 and S7, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children.; The center lacked documentation that 2 of 7 staff, S6 and S7, received additional orientation within thirty days of date of hire.

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.A.-C. Based on observations/record review/interview(s): The center did not have at least two staff members trained in medication administration whether the early learning center administers medication or not. S1 stated that she, S2, and S5 received health and safety training, and thought the medication management training was included in that training. Specialist advised S1 that the health and safety they took, did not count as health administration. S1 called and stated that the medication management training would be done tomorrow.

1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807.C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

Finding:

1807.C. Based on record review/interview(s)/observations: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each independent contractor, prior to the person being present at the center or performing services as evidence by: S1 stated they have one independent contractor that comes to the center, but did not have the record because the independent contractor took it with her. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied the independent contractor at all times while on the center premises. Documentation did not include the date, arrival time, departure time, language stating that were accompanied by the staff member at all times while on the premises, signature of the contractor, signature of the staff member.

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/observations/interview(s): The Provider did not document that the entire center and play yard is checked after the last child departs to ensure that no child is left unattended at the center. S1 stated that she did not print the 2019 sign off sheet for the center. S1 stated they have been conducting the end of day checks, but they did not document it.

Statement of Deficiencies

1915.A.: Health Services - Observation

Not Met

1915.A.: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

Finding:

1915.A. Based on observations/record review: The provider did not document results including an explanation from parent and/or child for the observation. Some of the forms did not include a spot for explanation. S1 went on to the Louisiana Believes website and printed the form for Observations.
