

Statement of Deficiencies

1509-A.5: Complaint Policy

Not Met

1509-A.5: Complaint Policy

Parents shall be advised of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

Finding:

1509-A.5 Based on record review/observations:

Provider did not have a policy/procedure to advise Parents of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints. S1 corrected during the licensing visit.

1515.A.1: Child Records and Cumulative Files

Not Met

1515.A.1: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
 - a. name of child, date of birth, sex, date of admission;
 - b. name of parents and the home address of both child and parents;
 - c. phone numbers where parents may be reached while child is in care;
 - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
 - e. name and telephone number of child's physician, if applicable;
 - f. name and telephone number of the child's dentist, if applicable;
 - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;

Finding:

1515.A.1 Based on record review: One of seven children's records reviewed did not contain a Child's Information Form. S1 could not locate C7's information during the licensing visit.

1515-A.2: Emergency Medical Treatment

Not Met

1515-A.2: Written authorization signed and dated by the parent to secure emergency medical treatment;

Finding:

1515-A.2 Based on record review: One of seven children's records lacked a signed and dated parental authorization to secure emergency medical treatment. S1 could not locate C7's information during the licensing visit.

1515-A.3: Releasing of Children

Not Met

1515-A.3: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

Finding:

1515-A.3 Based on record review: The provider did not have written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center. S1 could not locate C7's information during the licensing visit.

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: There was no documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center.

O1 did not have documentation of a satisfactory CBC. O1's CBC expired 06/03/2017. O1 was in the center on 06/07/2017, 06/12/2017 and 06/28/2017.

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: The Provider did not post the current 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General. Specialist observed the posted newsletter was dated for Spring 2013.

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 record review: The provider did not document observations, when something is observed, noted on children upon arrival to the center each day. Results including an explanation from parent and/or child were not documented.

1915-B.&C: Health Services - Parental Notification

Not Met

1915-B.&C:

B. Reporting. Incidents, injuries, accidents, illnesses, and unusual behavior shall be documented and reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence.

C. Immediate Notification. The parent shall be immediately notified in the following circumstances:

1. blood not contained in an adhesive strip;
2. head or neck or eye injury;
3. human bite that breaks the skin;
4. animal bite;
5. impaled object;
6. broken or dislodged teeth;
7. allergic reaction skin changes (e.g. rash, spots, swelling, etc.);
8. unusual breathing;
9. symptoms of dehydration;
10. temperature reading over 101° oral, 102° rectal, or 100° axillary; or
11. injury or illness requiring professional medical attention.

Finding:

1915 B&C Based on record review/interview: The provider did not have documentation of incidents of incidents, injuries, accidents, illnesses, and unusual behaviors. S1 stated the center does not document injuries/accidents that do not require immediate notification/behaviors and illnesses, but "parents are told about everything when it happens".

Statement of Deficiencies

1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

Finding:

1921-A Based on record review: The provider failed to conduct and document practice drills at least twice per year.

1921-C: Evacuation Pack

Not Met

1921-C: Evacuation Pack. The center shall have an evacuation pack, the location of which is known to all staff, that at a minimum shall contain:

1. a list of area emergency phone numbers;
2. a list of emergency contact information and emergency medical authorization for all enrolled children;
3. an emergency pick up form;
4. first aid supplies, hand sanitizer, wet wipes, and tissue;
5. diapers for children who are not toilet trained and plastic bags for diapers;
6. a battery powered flashlight and radio and batteries;
7. food for children under the age of 4, including infant food and formula; and
8. disposable cups and bottled water.

Finding:

1921-C Based on observations/record review: Based on observations, the provider failed to have a completed evacuation pack. The provider failed to have the following: a list of area emergency phone numbers, a list of emergency contact information and emergency medical authorization for all enrolled children, an emergency pick up form, current first aid supplies, hand sanitizer, plastic bags for diapers, batteries, food for children under the age of 4, including infant food and formula and bottled water~~.

1921-E: Tornado Drills

Not Met

1921-E: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

Finding:

1921-E Based on record review:

The provider did not have documentation of tornado drills that were conducted at least once per month during the months of March 2018.