

## 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 Specialist's review of records on 5/30/19 at 10:50am, center staff failed to record sign-out times on the center's staff and owner's daily attendance log 8 times from 3/1/19 to 5/29/19. During Specialist's visit on 5/30/19, S4 left the center from approximately 10:15am--10:30am and did not record her departure or return times on the staff attendance log; S1 left the center from approximately 12:05pm--12:15pm and did not record her departure or return times on the staff attendance log. Specialist advised S1 that the staff attendance log must accurately reflect persons on the child care premises at all times.

### 1515.B.: Consent to Release

Not Met

1515.B.: Consent to Release. The center shall obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one time written consent shall be obtained from the parent and updated as changes occur.

#### Finding:

1515.B. Based on Specialist's review of records on 5/30/19 at 12:00pm, S1 did not obtain/maintain written parental authorization of consent for the center to release potential information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. 6 of 11 reviewed children's files lacked the signed consent to release authorization form.

### 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 Specialist's observations on 5/30/19 at 9:15am, the Provider did not post 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General. Specialist advised S1 to print and post the most current newsletter found on [www.louisianabelieves.com](http://www.louisianabelieves.com).

### 1903.C.: Free of Hazards

Not Met

1903.C.: Indoor and outdoor areas shall be free of hazards.

#### Finding:

1903.C. Based on Specialist's observations on 5/30/19 at 11:30am, the indoor area was not free of hazards as Specialist observed C11 in the kitchen with S2. The stove-top was on, and a pot of food was being cooked on top. Specialist advised both S1 and S2 that children cannot be in the kitchen area at any time. C11 was removed from the kitchen prior to Specialist leaving the room.

### 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 or a crank flashlight and crank radio; and
7. disposable cups and bottled water.

#### Finding:

1921.C. Based on Specialist's observations on 5/30/19 at 12:50pm, the center's evacuation pack was incomplete and did not meet minimum requirements set by the Department. The pack was missing the following items: area emergency numbers, an emergency pick-up form, sanitizer, first aid supplies, tissue, diapers, plastic bags for soiled diapers, flashlight, and a radio.