

## Statement of Deficiencies

### 1103.A.-D.: Critical Incidents and Required Notifications

Not Met

1103.A.-D.: An early learning center shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:

1. death;
2. serious injury or illness that required medical attention;
3. a child left unsupervised for any amount of time;
4. use of prohibited behavior management as described in § 1509.A.8.b;
5. allegations or suspicion of child abuse or neglect by center staff;
6. an accident involving the transportation of children; or
7. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.

B. The parent shall be contacted immediately following any immediate notifications made under Subsection A.

C. The LDE and other appropriate agencies, such as DCFS, LDH and the Office of State Fire Marshal, as applicable, shall be notified via email within 24 hours of the incident.

D. The department shall be notified by written report within 24 hours of the incident or the next business day. This written notification shall be made on the department's Critical Incidents Report Form and shall contain all information requested on the form.

#### Finding:

1103.A.C.-D.: Based on record review/interview(s) at 1:45 p.m., S12 failed to notify the Department and DCFS Child Welfare within 24 hours of the following Critical Incident: In the morning of 5/17/2023, O1 notified S12 that C1, three-years-old, reported S13 (Date of Hire: 4/25/2023) slapped her in the face on 5/16/2023. S13 is no longer employed as of 5/18/2023.

Corrective Action Plan: Effective 6/6/2023, S2 stated she will conduct a mandatory staff meeting to discuss this regulation and required notifications, no later than 6/30/2023, to ensure compliance with this regulation.

### 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/observations at 9 a.m., the center's staff and owner's daily attendance record failed to accurately reflect persons on the child care premises at any given time. Specialist observed six of eight staff on the premises failed to be signed into the attendance record. Staff corrected and documented their arrival on a paper record form.

Corrective Action Plan: Effective 6/6/2023, S2 stated she will train center directors and substitute staff to sign in and out on the paper record when assisting at each center location, to ensure compliance with this regulation.

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### 1711.A.&B.&D.&G.: Child to Staff Ratio

Not Met

- 1711.A.&B.&D.&G.: A. Child to staff ratios are established to ensure the safety of all children.
- B. Minimum child to staff ratios shall be met at all times.
1. There shall be a minimum of two staff members present at an early learning center when more than four children are present.
  2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
  3. The department's form noting required child-to-staff ratios shall be posted in each room included in the center's licensed capacity.
  4. Minimum child-to-staff ratios for type II and type III centers are as follows.

Ages of Children	Ratio
Infants under 1 year	5:1
1 year	7:1
2 years	10:1
3 years	13:1
4 years	15:1
5 years	19:1
6 years and up	23:1

- G. Mixed Age Groups Minimum Child to Staff Ratios
1. An average of the child to staff ratios may be applied to mixed age groups of children ages two, three, four and five.
  2. Child to staff ratios for children under age two are excluded from averaging.
  3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
  4. An average may be applied to a mixed age group consisting only of children ages five and older.

#### Finding:

1711.A.&B.&D.&G.: Based on observation at 9:09 a.m., S2 failed to meet the required child to staff ratio for children. Specialist observed 5, infants, and 6, one-year-old, children with 1 staff person, S4, in the infant classroom. The required ratio for children of this age is 5 children per 1 staff person. Ratio was corrected when S5 entered the classroom.

Based on record review at 11 a.m., there failed to be a minimum of two staff present at the early learning center when more than four children were present on 5/17/2023 at 6:40 a.m. A review of the staff and children's attendance record documented S17 was the only staff present with 21 children, infant to five-years-old, until S19's arrival at 7:28 a.m. Three additional children were signed into the attendance log prior to S3's arrival at 7:45 a.m.

Corrective Action Plan: Effective 6/6/2023, S2 stated she will make sure there are two staff scheduled to open the childcare center daily. All substitute staff will sign into a paper attendance record to reflect their presence in the childcare center and documented arrival and departure times, to ensure compliance with this regulation.

### 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.&3.: Based on record review at 10:30 a.m., S13 and S14's personnel files failed to include their last date of employment and their reason for leaving.

Corrective Action Plan: Effective 6/6/2023, S2 stated she will conduct an audit of all staff personnel files and document information. A review of staff's employment will be discussed during the weekly director meetings with reminders to complete this documentation, to ensure compliance with this regulation.

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### 1723.A.&B.: CPR Certification - Infant/Child

Not Met

1723.A.&B.: A. Infant and child CPR. All staff members on the premises of a center and accessible to children shall have current certification in infant and child CPR through training approved by the department.  
B. Adult CPR. All staff members on the premises of a center and accessible to children shall have current certification in adult CPR through training approved by the department.  
CPR Certification

#### Finding:

1723.A.&B.: Based on observation/record review at 9 a.m., S2 failed to have documentation that all staff on the premises and accessible to the children have a current certification in Infant, Child, and Adult CPR through training approved by the Department. Staff will complete this training on 6/13/2023.

Corrective Action Plan: Effective 6/6/2023, S2 stated she will ensure all home office staff who visit the child care centers and provide assistance will complete this training. All new staff will be scheduled within their first month of hire and work under the direction of a trained staff until completion, to ensure compliance with this regulation.

### 1723.C: Pediatric First Aid

Not Met

1723.C: C. All staff members on the premises of a center and accessible to children shall have current certification in pediatric first aid through training approved by the department.

#### Finding:

1723.C Based on record review at 9 a.m., S2 failed to have documentation that all staff on the premises and accessible to the children have a current certification in Pediatric First Aid through training approved by the Department. Staff will complete this training on 6/13/2023.

Corrective Action Plan: Effective 6/6/2023, S2 stated she will ensure all home office staff who visit the child care centers and provide assistance will complete this training. All new staff will be scheduled within their first month of hire and work under the direction of a trained staff until completion, to ensure compliance with this regulation.

### 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 at 1 p.m., S1 failed to have documentation of incidents, injuries, accidents, illnesses, and unusual behaviors with immediate notification to the parent or no later than when the children were released for the following incidents:

- On date/time unknown, a child was bitten on his left arm, there is no documentation the parent was notified;
- On date unknown at 3:25 p.m., a child fell and hit the door, resulting in a knot on his forehead, there is no documentation of immediate notification;
- On 6/5/2023 at 4:10 p.m., a child fell and hit his lip, causing it to bleed, there is no documentation of immediate notification;
- On 6/2/2023 at 8:59 a.m., a child was scratched, leaving a mark, and there is no documentation of the injury and notification to the parent;
- On 6/1/2023 at 9:45 a.m., a child was hit in the head with a cup, and there is no documented incident report with immediate notification;
- On 6/1/2023 at 9:05 a.m., a child was slapped in the face by another student, and there is no documented incident report with immediate notification;
- On 6/1/2023 at 9:45 a.m., a child was hit in the face with a toy, and there is no documentation of the incident report with immediate notification;
- On 5/31/2023 at 9:30 a.m., a child was kicked in the face, and there is no documented incident report with immediate notification;
- On 5/25/2023 at 9:46 a.m., a child was scratched on the chest and there is no documentation the parent was notified;

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- On 5/23/2023 at 2 p.m., a child bumped his forehead, resulting in a small bump, and there is no documentation of immediate notification;
- On 5/16/2023 at 9:30 p.m., a child hit his head on a chair and there is no documented incident report with immediate notification;
- On 5/16/2023 at 9:25 a.m., a child hit his head on a shelf and the parent was notified at 11:51 a.m.;
- On 5/8/2023 at 10:10 a.m., a child was hit by a friend resulting in a busted lip and there is no documentation of immediate notification;
- On 5/8/2023 at 10:10 a.m., a child hit a friend injuring their lip and there is no documentation the parent was notified no later than when the child was released; and
- On 5/1/2023 at time unknown, a child fell and scraped the right side of his neck, face, and ear and there is no documentation of immediate notification.

Corrective Action Plan: Effective 6/6/2023, S2 stated she will make forms readily available to all staff to ensure proper documentation is done, to ensure compliance with this regulation.

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