

## Statement of Deficiencies

### 713.A: Office of Public Health, State Fire, City Fire, Office of Early Childhood approval

Not Met

713.A: Current approvals by the Office of Public Health, Office of State Fire Marshal, City Fire (if applicable), Office of Early Childhood and the Licensing Division shall be required before the expiration of an existing license.

#### Finding:

713.A Based on record review: The facility failed to have documentation of a current Fire Marshall Report, the last inspection report 2-29-16.

### 1103-A-E: Critical Incidents and Required Notification

Not Met

1103-A-E: 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. reportable infectious diseases and conditions listed in LAC 51.II.105; and
  4. 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 Licensing Division and other appropriate agencies shall be notified via email within 24 hours of the incident.
- D. The Licensing Division 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 Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form.
- E. Reporting deadlines may be adjusted in the event of a natural catastrophe and/or disaster, as determined by the Department.

#### Finding:

1103-A-E Based on Record Review/Interview: The provider failed to immediately notify the parent, The Division of Licensing and other appropriate agencies within 24 hours of a reportable incident that occurred in the facility on 5-15-17. During Specialist review of S-3's personnel file, Specialist observed a Disciplinary Point Assignment letter dated 5-15-17 and signed by S-1 that read " S-3 left a child unattended outside".

During Specialist interview with S-2, she verbalized she was monitoring S-3 on the play yard on the date of the alleged incident. S-2 stated that she observed S-3 turn her back on C-1 as she started lining the children up to bring them back inside of the facility. S-2 also stated that she observed that S3 was about to leave C-1 on the play yard and S-2 escorted C-1 back into the facility.

Per Specialist interview with S-3, she verbalized she was on the play yard with her class on 5-15-17. S-3 stated that she had all of the children to line up to exit the play yard to enter into the facility around 10:30am. S-3 stated that C-1 moved out of the line and went back onto the play yard. S-3 stated she had gone back into the facility and conducted a head count; she observed one of the children was missing. S-3 stated that she went back onto the play yard and observed she inadvertently left C-1 on the play yard. S-3 stated C-1 may have been left on the play yard 30 seconds. S-3 stated S-2 was inside of the facility at the time of the incident. Specialist asked S-3 to document this in a written statement. Specialist observed S-3 had given the blank paper and ink pen to S-2.

Specialist observed S-3 speaking with S-2. S-2 inquired of the Specialist as to why S-3 had to write a statement. Specialist observed 3 written statement deviated from S-3's original verbal statement she provided to Specialist.

### 1509-A.4: Disclosure of Information Policy

Not Met

1509-A.4: Disclosure of Information Policy that provides notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's website.

#### Finding:

1509-A.4 Based on record review: The facility failed to have a Disclosure of Information Policy that provides notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's website.

### 1509-A.7: Parental Involvement Policy

Not Met

1509-A.7: Parental Involvement Policy

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day.

#### Finding:

## Statement of Deficiencies

1509-A.7 Based on record review: The facility failed to have documentation of a parental involvement policy that list a minimum of two opportunities for involvement each year.

### 1707-A.1&2: Required Staffing - Director/ Director Designee

Not Met

1707-A.1&2: Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the day time hours of operation (prior to 9:00 p.m.).
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

#### Finding:

1707-A.1 & 2 Based on Record Review: The facility failed to have documentation that a qualified Director or Qualified Director Director Designee is on the premises full time during the hours of operation as evidenced by, Specialist reviewed S-1's staff attendance logs and observed that S-1 failed to have documentation that S-1 was present full time in the facility during the following weeks; May 15, 2017( 16.75 hrs), May 22, 2017 ( 19.75hrs), May 29, 2017(20.75hrs), June 5, 2017 ( 20.75hrs) and June 12, 2017 ( 12 hrs).

### 1713-A&B&C: Supervision

Not Met

1713-A&B&C:

- A: Children shall be supervised at all times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.
- B: Children shall not be left alone in any room, (except the restroom as indicated in Subsection G), outdoors, or in vehicles, even momentarily, without staff present.
- C: A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

#### Finding:

1713.A, B Based on Record Review/ Interview: Children were not under supervision at all times as ~evidenced by Specialist observation of S-3's personnel file which showed documentation of a written disciplinary letter dated 5-15-17 and signed by S-1 stating that S-3 had left a child (C-1) unattended on the play yard. Specialist interviewed S-3 and she voiced that she inadvertently left C-1 on the play yard while she was bringing her class back into the facility on 5-15-17.

### 1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715.A.1-3 Based on Record Review/Interview: The Provider did not have an application/staff information form for ( S-4) to include name, date of birth, home address and phone number, training, work experience, educational background,hire date,upon termination or resignation of employment, the last date of employment, reason for leaving,for staff: S-4. S-2 could not locate S-4's staff file at the time of survey.

### 1715-A.2: Photo Identification

Not Met

1715-A.2: Personnel files for each staff member shall be maintained at the center and shall include the following:

copy of a state or federal government issued photo identification;

#### Finding:

1715-A.2 Based on record review: The center did not have a copy of ~S-4 State or federal government issued photo Identification available for review. S-2 could not locate S-4's staff file at the time of survey ( 6-15-17)

## Statement of Deficiencies

### 1719-A.-B.: Orientation Training

Not Met

1719-A.-B.: Within seven calendar days of date of hire, 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,

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;

#### Finding:

1719-A-B Based on Record Review: Provider lacked documentation that the facility completed orientation with S4 within 7 days of hire in the following topics: child abuse identification and reporting, emergency preparation, licensing regulations and safe sleep practices: for 1 of \_7\_ staff( S 4) Provider lacked documentation that ~1~ of ~7~ staff, ~S-4, received additional orientation within thirty days of date of hire. S-2 could not locate S4 folder time of survey.

### 1723-A.&B.: CPR Certification

Not Met

1723-A.&B.: A - Infant and child CPR - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in infant and child CPR.

B - Adult CPR - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in adult CPR.

#### Finding:

1723.A & B Based on Record Review:The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children or at least four staff on the premises and accessible to children, whichever is less, have current certification in infant and child CPR. ~2 of ~6 staff on the premises on 6-15-17 and 2 of 7 staff on the premises on 6-16-17 had documentation of this certification.

### 1723-C.-D.: Pediatric First Aid

Not Met

1723-C.-D.:

C. Pediatric First Aid - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in Pediatric First Aid.

D. Certification - A copy of the certification for each such staff member shall be on-site at all times and available for inspection by the Licensing Division.

#### Finding:

1723.C-D Based on Record Review: The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children or at least four staff on the premises and accessible to children, whichever is less, have current certification in Pediatric First Aid. ~2 of ~6 staff on the premises date of survey 6-15-17 and 2 of 7 staff on the premises on 6-16-17 had documentation of this certification.

### 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: 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. Specialist reviewed the facility's end of checks from October 2016 through June 14, 2017 and observed that the facility failed to have documentation that a visual check of the entire facility was completed on the following dates; 2-22-1, 2-23-17, 2-24-17, 2-27-17, 2-28-17, 3-1-17, 3-9-17, 3-15-17, 3-17-17, 4-13-17, 4-14-17

## Statement of Deficiencies

### 1901-J.&K.: Items That Can be Harmful to Children

Not Met

1901-J.&K.: Items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, shall kept in a locked cabinet or other secure place that ensures they are inaccessible to children. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

#### Finding:

1901.J & K Based on Observations: Items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children. as evidenced by Specialist observed 8 ( 1) gallon cans of paint 8 ( 1) pint cans of paint and 3 cans of spray paint sitting on a shelves of a toy play house that is accessible to children in a storage room in the facility. The children in the facility has to pass through the storage room area to exit onto the play yard.

### 1903-E.5: Outdoor - Enclosed

Not Met

1903-E.5: Outdoor play space shall be enclosed with a permanent fence or other permanent barrier in a manner that protects children from traffic hazards, prevents children from leaving the premises without proper supervision, and prevents contact with animals or unauthorized persons.

#### Finding:

1903-E.5 Based on observations: Outdoor play space lacked enclosure with a permanent fence or other permanent barrier in a manner that protects children from traffic hazards, prevents children from leaving the premises without proper supervision, and prevents contact with animals or unauthorized persons. The facility has a double gate that is located at the rear fence area of the play yard that failed to be properly secured to the fence posts. Specialist observed that the gate has a gap that is approximately 10 inches wide on the right side of the gate where a child could slip out of the play yard through this gap in the fence. S-2 stated that the facility is in the process of having the gate repaired.

### 1911-E: Daily Reports for Infants

Not Met

1911-E: Daily Reports for Infants. Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

#### Finding:

T1911.E Daily Reports for Infants: daily written report for infants was incomplete as it did not include ~liquid intake, food intake~ for ~2 of ~4 infants. C-2, C-3 on 6-15-17 and 2 of 2 infants C-3 and C-4 on 6-16-17.

### 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 Interviews: The facility failed to have documentation of all illnesses that the children sustains while present in the facility. S-1 and S-2 stated that they are not documenting this information on an illness log. S-1 and S-2 indicated that they verbally contact the parent via phone to advise them that their child is ill.

Per interview with S-1, Specialist was advised that all accident reports are filed in the children's folders. Specialist reviewed 34 children folders and failed to see documentation of any accident reports.

## Statement of Deficiencies

### 1919-A&B: Food Service and Nutrition - Menu

Not Met

1919-A&B: 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) and 7 C.F.R. 226.20 and the Louisiana Sanitary Code, Title 51, Part XXIII, found at LAC 51:XXXIII. For the current CACFP meal patterns, contact the Louisiana Department of Education, Division of Nutrition Support.

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 <b>posted</b> throughout the week; and
3. have substitutions or additions posted on or near the menu.

#### Finding:

1919.A & B Based on Record Review: The Current weekly menu listing specific food items served for each day of the week was not prominently posted by the first day of each week and remain posted throughout the week. Specialist observed that the facility had their June 2017 Monthly menu Posted, however, the facility failed to list the Breakfast and Snack meals that would be served for the Month of June 2017, only lunch meals are documented on the menu.

### 1919-I: Warming in Microwave

Not Met

1919-I: Microwave ovens shall not be used for warming bottles or infant food.

#### Finding:

1919-I Based on interview(s): Infant ~bottles/food~ was warmed in the microwave oven. Specialist observed that the facility had a microwave in the infant classroom time of survey. Per Specialist Interview with S-5, Specialist was advised that the staff heats up infants bottles in the microwave.

### 1921-B: Individualized Emergency Plan

Not Met

1921-B: Individualized Emergency Plan. An individualized emergency plan shall be in place for each child with special needs and shall include medical contact information and additional supplies and equipment as needed.

#### Finding:

1921-B Based on record review: The facility failed to have an individualized emergency plan in place for each child with special needs and shall include medical contact information and additional supplies and equipment as needed. Specialist reviewed C-7's file and observed that C7 has a medical condition that requires medication. The facility failed to have a Emergency plan in place for C-7 . C-7's mother arrived in the facility on 6-16-17 and verified that the child still requires an emergency medication to be administered to the child for his medical condition.

### 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 Tornado Drills : 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 , May 2017, Date of tornado drills were ~April 2017.