

Statement of Deficiencies

1103-A-D: Critical Incidents and Required Notification

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. 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.

Finding:

1103-A-D Based on record review/interview, S1 failed to notify within 24 hours of the incident the Licensing Section and Child Welfare of the following critical incident that she was on 5/25/18. According to S1, O1 and O2 came to the center on 5/25/18 at 7:00 pm and advised her that C1 had a bruise on her and they believed that it was a handprint. S1 stated that on 6/6/18, O4 came to the center asking questions about the incident and see video. S1 stated that after O4 came to the center she sent a fax to Licensing on 6/7/18 and provided a transmission verification report; however, Licensing had no record of the fax being submitted.

1501-A: Operations

Not Met

1501-A: A center shall operate within the licensed capacity, age range, hours of operation and other specific services designated on its license.

Finding:

1501-A Based on record review/observation on 7/6/18, S1 failed to ensure that the center was operating within the age range designated on the the license. Specialist observed C1, in building #2 in the classroom being supervised by S13. S1 stated that C3 is the child of O3 and she is 14 year old. Specialist was not provided with C3's birthday.

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 record review on 7/6/18, the center daily attendance record for the children did not accurately reflect the children on the center premises at any given time on 7/6/18. There were 70 children present but only 68 children were signed in. 2 Children, C3 and S4 failed to be signed in.

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 on 7/6/18, S1 failed to have a file for C3 and C4 to include an information form signed and dated by the parent with the name of the child, date of birth, sex, date of admission, name of parents and the home address of both child and parents; phone numbers where parents may be reached while child is in care; name and phone number of person to contact in an emergency if parents cannot be located promptly; name and telephone number of child's physician, if applicable; name and telephone number of the child's dentist, and if applicable; any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable.

Statement of Deficiencies

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 on 7/6/18, S1 failed to have a written authorization signed and dated by C3 and C4's parents to secure emergency medical treatment.

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 on 7/6/18, S1 failed to have a written authorization signed and dated by the parent noting the first and last names of any individuals to whom the child can be released to other than the parent for C3 and C4.

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 observations/record review on 7/6/18, S1 failed to have documentation of a CCCBC-Based determination of eligibility for child care purpose from the department for each visitor. S1 failed to have documentation that visitors were accompanied at all times while at the center when children were present, by an adult staff member who was not being counted in child-to-staff ratios. Specialist observed, while conducting the walkthrough, individuals entering building#2, picking up food from the food pantry. S1 stated that the children are usually not in the building when the Food Pantry is giving out food on Monday, Wednesday, and Friday.