

## 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. 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 department and other appropriate agencies 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.-D.:Based on record review/interview, on 7/1/2020, S1 failed to notify the Department and Child Welfare within 24 hours of the following critical incident: On 6/17/2020 at 4:25pm, O1 notified S1 via phone that C1, an 11 -month old was released to O2, C1's godmother, without verifying her identity. S1 confirmed O1's allegation on 6/17/2020 at 4:27pm, after contacting the center and S2 stating "C1 was released to somebody in a red car".

Corrective Action Plan: Effective 7/1/2020 S1 states she will now report every allegation that comes into the center, to the department and Child Welfare.

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### 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.:d: Based on record review/interview, S2 failed to adhere to the center's Releasing of Children Policy as on 06/17/2020 at 3:40pm, C1, an 11-month old was released to O2 without verifying her identity.

Corrective Action Plan: On 06/18/2020 S1 conducted a staff meeting with all staff to review the center's Releasing of Children Policy. Effective 07/01/2020 all persons authorized to pick-up child forms will be thoroughly checked, along with requesting proper identification prior to a child being released to anyone outside of his/her parent.

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