

## Statement of Deficiencies

### 705.A.-D.: Access

Not Met

- 705.A.-D.: A. An early learning center shall allow the Licensing Division staff access to the center, the children, all files, records, and recordings, upon request at any time during any hours of operation or any time a child is present.
- B. Licensing Division staff shall be allowed to interview any center staff person deemed necessary by the Licensing Division.
- C. Licensing Division staff shall be admitted into a center immediately and without delay and shall be given free access to all areas of a center, including its grounds.
- D. If any portion of a center is set aside for private use by an owner of the center, Licensing Division staff shall be permitted to verify that no children are present in that portion of the center and that such private areas are inaccessible to children.

#### Finding:

705.A.-D. Based on observations on 7/3/18, Licensing Division staff was not admitted into a center immediately, without delay and was not given free access to all areas of a center, including the grounds as LS arrived to the center at approximately 10:35 am and after conducting the walk through of the first building, S1 informed LS that the other building was locked and she did not have access to the building. S1 contacted S6 to unlock the door to the second building. LS did not have access to the second building until 11:17 am.

### 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 7/3/18, the daily attendance log for children did not include name of the child and the time of arrival for 1 out of 31 children present at the center. S3 was later able to identify the child that was missing from the center documentation.

### 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 observations/record review on 7/3/18 the center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by LS observing S6 was signed in at 6:31 am on 7/3/18 but when LS arrived S1 stated S6 was not present and that he was on his way to the center to unlock the second building for LS review. S6 arrived to the center at approximately 11:17 am, and failed to sign in and out in order to accurately reflect his presence on the center premises.

### 1507-E: Daily Attendance Records - Visitors

Not Met

1507-E: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

#### Finding:

1507-E Based on record review on 7/3/18, S3 did not maintain documentation of a daily attendance record for O3's to include the arrival and departure times, and purpose of the visit as LS observed this information was omitted from the center's visitor log.

### 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;

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### Finding:

1515-A.1 Based on record review on 7/3/18, 10 out of 10 children's records reviewed lacked the required information on the Child's Information Form as the following information was omitted date of admission. LS observed 2 out of 10 children records lacking the following information including allergies, chronic illnesses, and any special needs of the child, (if applicable), any special dietary restrictions or food allergies or intolerances (if applicable); as LS observed this information was omitted during the center visit.

### 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: 2 of 10 children's records lacked a signed and dated parental authorization to secure emergency medical treatment as LS observed C6 and C7's record failed to have this information during the center visit.

### 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 one child is present.
  2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- D. Minimum Child to Staff Ratios for Type II and Type III centers:

| Ages of Children     | Ratio |
|----------------------|-------|
| Infants under 1 year | 5:1   |
| 1 year               | 7:1   |
| 2 years              | 11:1  |
| 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 2, 3, 4 and 5
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 5 and older.

### Finding:

1711-A-B-D-G Based on record review on 7/3/18, S3 did not have at a minimum of 2 child care staff present at an early learning center when more than one child is present as S3 was supervising 4 children ages (4, 5, 8, and 10) from 6:00 am - 6:31 am, which is when S6 arrived.

### 1711-C: Posted Child to Staff Ratio in Classroom

Not Met

1711-C: The Licensing Division form noting required child to staff ratios shall be posted in each room included in the center's licensed capacity.

### Finding:

1711-C Based on observations on 7/3/18, the Licensing Division form noting required child/staff ratios failed to be posted in each room included in the center's licensed capacity as observed this information was not located in S2's classroom as well as the center's second building.

### 1725-A.-D.: Medication Management Training

Not Met

1725-A.-D.: A. All staff members who administer medication shall have medication administration training.

B. Whether administering medication or not, each early learning center shall have at least two staff members trained in medication administration.

C. Such training shall be completed every two years with an approved Child Care Health Consultant.

D. A licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

### Finding:

1725-A.-B.: Based on record review on 7/3/18, S3 did not have current documentation of training in medication administration completed with an

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approved Child Care Health Consultant as LS observed S3's and S1's training completed on Pedialink's Online Module on 7/19/2016. Training is required every two years and the staff's training did not specify an expiration date.

Based on record review on 7/3/18, S3 did not have at least two staff members trained in medication administration whether the early learning center administers medication or not as LS did not observe any staff members with medication management training during the center visit.

### 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 record review on 7/3/18, a CCCBC- based determination of eligibility for child care purposes from the department was not obtained for each O3, prior to the person being present at the center or performing services as evidence by: LS observed O3 was present on the center premises on 1/25/18. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O3 at all times while on the center premises. Documentation did not include O3's arrival time, departure time, language stating that were accompanied by the staff member at all times while on the premises, and signature of the staff member as LS observed this information was omitted from the center's documentation.

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

**Not Met**

1901-J.-K.: J. 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.  
K. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

#### Finding:

1901-J.-K. Based on observations on 7/3/18, 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 LS observed an unlocked/open door in the second building. Upon walking through the door, LS observed a bottle of Dawn dish washing liquid and a bottle of bleach. Once leaving the area and going down the stairs, LS observed a can of Comet located on the stairs in the second building.

The center had a plastic bag that was accessible to children as evidence by: LS observing (6) boxes of Glad sandwich bags located on an accessible counter in the second building.

### 1903-C: Free of Hazards

**Not Met**

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

#### Finding:

1903-C Based on observations on 7/3/18, outdoor area was not free of hazards as LS observed a water hose located at the bottom of the stairs entry way to the second building's playground area.

### 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;
7. food for children under the age of 4, including infant food and formula; and
8. disposable cups and bottled water.

#### Finding:

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1921-C Based on observations on 7/3/18, S3 failed to have a completed evacuation pack. S3 failed to have the following: -- a list of area emergency phone numbers, a list of emergency contact information and emergency medical authorization for all enrolled children, an emergency pick up form, wet wipes, a battery powered flashlight and radio and batteries, food for children under the age of 4, including infant food and formula, disposable cups and bottled water as LS did not observe these items during the center visit.

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### 2101-A.8: Vehicle in Good Repair

**Not Met**

2101-A.8: Vehicles shall be maintained in good repair.

**Finding:**

2101-A.8 Based on observations on 7/3/18, S3's vehicle was not maintained in good repair as evidence by LS observing the second and third seat in 1 out of 2 center vehicles had massive holes of wear and tear to the back of the seats showing the inside cushioning and metal rods.

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### 2101-A.13: Appropriate Driver's License

**Not Met**

2101-A.13: The center shall maintain a copy of a valid appropriate Louisiana or other state-issued driver's license for all individuals who drive vehicles used to transport children, whether said drivers are staff members or contracted drivers.

**Finding:**

2101-A.13 Based on record review on 7/3/18, S3 lacked documentation that all individuals, whether said drivers are staff members who drive vehicles to transport the children have a copy of a valid appropriate Louisiana or other state-issued driver's license as LS observed S3 was the driver for the field trip on 7/3/18, to Skatetown and Forsythe Park. LS did not observe S3's valid driver's license in S3's personnel file. The licensed observed in the file expired 8/16/2016.