

## 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 interview/record review on 7/11/18, After a walk through of the center at 10:00am S2 stated that S1 was out of the center and she and S3 were in charge. S2 stated that S3 knew more about the paperwork aspect of the business and she would get S3 to assist me. S3 contacted S1 on the phone and S1 asked to speak to the specialist and advised that she was at a doctors visit. I advised S1 that I was present to complete her annual inspection and I needed her staff to assist me while I was present. I presented S3 with a list of needed documentation in which she placed on the desk at 10:30am. I asked S3 a 4th time was she going to get the paperwork that was requested in which she stated yes however I did not receive any documentation until 11:45am. I also asked S3 to complete the CCL9 in the midst of requesting documentation.

### 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 on 7/11/18, S3 lacked documentation of a current academic approval from Office of Early Childhood . The date of the last approval is 6/30/18.

### 1503-A-C: General Liability Insurance Policy

Not Met

- 1503-A-C: A. A center shall maintain in force at all times current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury.
- B. A center is responsible for payment of medical expenses of a child injured while in the center's care.
- C. Documentation of commercial liability insurance shall consist of the insurance policy or current binder that includes the name of the early learning center, physical address of the center, name of the insurance company, policy number, period of coverage and explanation of the coverage.

#### Finding:

1503-C: Based on record review on 7/11/18, the insurance policy or current binder on file did not include policy number and the period of coverage. S3 provided a receipt with the policy number listed on it.

### 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 7/11/18, the daily attendance log for children did not include full name of the children to include the child's first and last name on the attendance sheets for 6/28/18, 7/5/18, and 7/11/18. The time of departure was not recorded for each child on 6/28/18, 6/29/18,7/2/18, 7/3/18, 7/5/18, 7/6/18, 7/9/18, and 7/10/18. The arrival time was not recorded for each child on 7/10/18. The name of the person to whom the child was released to was not recorded for 6/28/18, 6/29/18, 7/2/18, 7/3/18, 7/5/18, 7/6/18, 7/9/18, and 7/10/18.

### 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

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**Finding:**

1507-B Based on record review on 7/11/18, the Provider did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of departure as S2 signed in on 7/10/18 at 7:00am but did not sign out.

**1509-A.3: Admissions Policy**

**Not Met**

1509-A.3: Admission Policy to include the admission criteria.

**Finding:**

1509-A.3 Based on record review on 7/11/18, the Provider did not have an Admission policy that included the center's admission criteria.

**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 on 7/11/18, the Provider did not have a Policy/Procedure to provide 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.

**1511-A.3: Receiving and Releasing Children procedure**

**Not Met**

1511-A.3: An early learning center shall establish in writing and implement procedures for: Receiving and releasing a child from the center.

**Finding:**

1511-A.3 Based on record review on 7/11/18, the Provider did not have a written and implemented procedure for receiving and releasing a child from the center.

**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 7/11/18, S3 failed to provide a cumulative file for C2, C7 & C8 that contained 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;

**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:**

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1515-A.2 Based on record review on 7/11/18, S3 failed to provide requested children's records for C2,C7 and C8 that contained a signed and dated parental authorization 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.

- 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.
- A child shall never be released to anyone unless authorized in writing by the parent.
- Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- The center shall verify the identity of the authorized person prior to releasing the child.

#### Finding:

1515-A.3 Based on record review on 7/11/18, S3 failed to provide children's for C2, C7 and C8 that contained a 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.

### 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.
- There shall be a minimum of two staff members present at an early learning center when more than one child is present.
  - 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

- An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
- Child to staff ratios for children under age two are excluded from averaging.
- 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.
- 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 observations on 7/11/18, the center failed to meet the required child to staff ratio for children of the following ages: 17 children age 6mths to 12 years old with 1 staff. The required ratio for children with a 6 month old is 5 children per 1 staff person. S3 was outside in the street in front of the building smoking when I pulled up to the center.

### 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 7/11/18, the Licensing Division form noting required child/staff ratios failed to be posted in each room included in the center's licensed capacity was not posted in S3's classroom.

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### 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 observation on 7/11/18, Children were not under supervision at all times as evidenced by during the initial walk through of the center specialist observed S2 go into the kitchen area leaving 5 children ages 6 mths to 12 years old unattended.

### 1713-J: Rest Time Supervision

Not Met

1713-J: 1. If two rooms share a common doorway, one staff member may supervise the resting children in both rooms.

2. If the view of the staff supervising the children is obstructed by an object such as a low shelving unit, children shall be checked by sight by staff circulating among the resting children.

#### Finding:

1713-J Based on observations on 7/11/18, Specialist observed S4 to be in the girls restroom around the corner from her classroom with a child while her class was asleep. I advised S3 that staff can not leave children unsupervised even at naptime. S2 went into the classroom until S4 returned.

### 1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1717-A Based on record review on 7/11/18, S3 did not provide CBC or CCCBC documentation for O1, O2, O3, O4, O5, O6, or O7. S3 failed to provide an independent contractor information record for O1, O2, O3, O4, O5, O6, or O7. O1 was present on 12/6/17 and 12/8/17. O2 was present on 1/11/18. O3 was present on 2/5/18. O4 was present on 2/5/18. O5 was present on 4/6/18. O6 was present on 5/2/18. O7 was present on 5/2/18.

### 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 on 7/11/18, Provider lacked documentation that 1 of 7 staff, S7 received orientation training within seven calendar days of date of hire nor documentation that she received additional orientation within thirty days of date of hire. S7's date of hire was not listed on her paperwork and S3 did not know. S3 contacted S5 and she advised it was 2/16/18. S3 was not present.

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### 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.-D. Based on record review on 7/11/18, the provider did not have at least two staff members trained in medication administration whether the early learning center administers medication or not. S1 has a medication management training certificate in her personnel file and S2 has a certificate in her file however the file does not contain a date of completion.

### 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 on 7/11/18, 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 as evidenced by the visual check logged time and signature was not completed for 7/9/18 and 7/10/18.

### 1901-M: Strings and Cords

Not Met

1901-M: Strings and cords, including but not limited to those found on equipment, window coverings, televisions and radios, shall be inaccessible to children under age 4.

#### Finding:

1901-M Based on observations on 7/11/18, Strings and cords were accessible to children under age 4 as in the classroom next to the kitchen a cord attached to a big back television was on the floor with the cord extending under the table.

### 1901-Q: The Safety Box

Not Met

1901-Q: The center shall post a copy of the current The Safety Box newsletter issued by the Louisiana Office of the Attorney General and shall immediately remove from the early learning premises any items listed as recalled.

#### Finding:

1901-Q Based on observations on 7/11/18, the Provider did not post 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General.

### 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 7/11/18, the indoor area were not free of hazards as in S2's classroom 1 of 4 outlets did not have an outlet cover. In the nursery classroom there was 1 of 2 outlets without a cover. In S3's classroom there was an air hockey table leaning with 3 legs propped on the wall, the 4th leg was on top of the table. The children were sitting on the floor around the table.

### 1907-A.1-2: High Chairs

Not Met

1907-A.1-2:

1. The high chair manufacturer's restraint device shall be used when children are sitting in a high chair.
2. Children who are either too small or too large to be restrained using the manufacturer's restraint device shall not be placed in a high chair.

#### Finding:

1907-A.1-2 Based on observations on 7/11/18, Specialist observed the high chair manufacturer's restraint device was not used when C6 was sitting in a high chair.

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### 1911-D: Awake Children

Not Met

1911-D: While awake, children shall not remain in a crib, baby bed, swing, high chair, carrier or playpen for more than 30 consecutive minutes.

**Finding:**

1911-D Based on observations on 7/11/18, specialist observed a 1 year old child in a baby swing for 34 consecutive minutes. When I arrived in the center at 10:00am C1 was sitting in the swing and at 10:34am C1 had fallen asleep in the swing.

### 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:**

1911-E Based on record review on 7/11/18, the provider lacked a daily written report for 1 of 1 infants that was present in the center.

### 1911-G: Pacifier Attached

Not Met

1911-G: Pacifiers attached to strings or ribbons shall not be placed around the neck or attached to the clothing of a child.

**Finding:**

1911-G Based on observations on 7/11/18, A pacifier that was attached to ribbons was attached to the bib of C2.

### 1915-A: Health Services - Observation

Not Met

1915-A: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

**Finding:**

1915-A Based on record review on 7/11/18, the provider did not document observations, when something is observed, noted on children upon arrival to the center. Results including an explanation from parent and/or child were not documented.

### 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 on 7/11/18, Menu substitutions or additions were not posted on or near the menus as the menu stated that the center would be having mini hamburgers, lettuce, mustard, plums, milk, and snack. The children were fed baked beans, chicken nuggets, lettuce, peaches, bread and milk.

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### 1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

#### Finding:

1921-A Based on record review on 7/11/18, S3 failed to provide a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that addresses the following any potential disaster related to the area in which the center is located, include procedures for sheltering in place, lock-down and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care, include specific procedures for handling infants through two year olds, specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs. The Provider did not have the following system in place to account for all children, a system, and a back-up system, for contacting parents and authorized third party release caretakers, a system to reunite children and parents following an emergency.

### 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 on 7/11/18, S3 failed to provide specialist with an individualized emergency plan in place for each child with special needs to include medical contact information and additional supplies and equipment as needed.

### 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:

1921-C Based on observations on 7/11/18, S3 failed to have a completed evacuation pack. The provider failed to have the following: a list of emergency contact information and emergency medical authorization for all enrolled children, an emergency pick up form, first aid supplies, hand sanitizer, wet wipes, and tissue, plastic bags for diapers, and batteries, food for children under the age of 4, including infant food and formula, disposable cups and bottled water. Food expired in 2014 and water expired 2015.

### 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 Based on record review on 7/11/18, S3 failed to provide documentation of tornado drills that were conducted at least once per month during the

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months of March, April, May, and June.

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