

## Statement of Deficiencies

### 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 observations/interview(s) on 7/22/19 at 9:34 am, S1 made changes that had an effect on the license as S1 is licensed to care for children ages 20 months - 3yrs old, and a child age 4 yrs old was being cared for on the childcare premises as LS observed S2 and S3 supervising 7 children (ages 2yr to 4yrs old) during the center walk through. Per S2's statement, C1 was a child that receives "Early Care" from 7:30 am - 9:30 am, and then C1 is supervised by personnel that is not a part of the licensed area. Per S1's statement, C1's mother is a staff member of unlicensed space, and the father of C1, dropped C1 off early and she was unaware that C1 was dropped at the daycare. LS observed C1 was signed in on the center's daily attendance log on the following days:

7/9/19: Arrival (not documented) - 5:20 pm

7/16/19: 7:30 am - 5:21 pm

7/17/19: 7:40 am - 5:20 pm

7/22/19: 7:40 am - Departure (not documented)

S1 stated she is planning to change the center's licensing age range.

### 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 7/22/19 at 10:10 am, the daily attendance log for children did not include the last name of the child, the time of arrival and departure of each child and the name of the person to whom the child was released as LS observed the following on the children daily attendance from 6/18/19 - Present:

6/18/19: 1 out of 7 children failed to have an arrival time.

6/19/19: 1 out of 6 children failed to have an arrival time.

7/2/19: 1 out of 9 children ailed to have an arrival time.

7/3/19: 1 out of 10 children failed to have an arrival and 2 children failed to have a departure time.

7/8/19: 2 out of 11 children failed to have their last name documented on the attendance log.

7/9/19: 1 out of 12 children failed to have their last name documented on the attendance log.

7/10/19: 1 out of 13 children failed to have their last name documented on the attendance log.

7/22/19: 1 out of 7 children present failed a departure time as LS observed C1 was not in the licensed space at 9:59 am and was not signed out on the daily attendance log.

The center was previously cited daily attendance records for children on 6/18/19.

### 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;
  - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

#### Finding:

1515.A.1. Based on interview(s) on 7/22/19 at 10:05 am, 1 of 1 children's records reviewed did not contain a Child's Information Form. Per S1's statement, C1 (age 4) was not a child of the center and S1 did not have a cumulative file for LS to review.

### 1515.A.2.: Emergency Medical Treatment

Not Met

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

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### Finding:

1515.A.2. Based on interview(s) on 7/22/19 at 10:05 am, 1 of 1 children's records lacked a signed and dated parental authorization to secure emergency medical treatment as S1 stated C1 (age 4) was not a child of the center and S1 did not have this information readily available for LS to review.

### 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 interview(s) on 7/22/19 at 10:05 am, S1 did not have 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 as C1 (age 4) is not a child of the center and S1 did not have this information readily available for LS to review.

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

Not Met

1919.A.&B.: A. 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), 7 CFR 226.20, and LAC 51:XXIII.

B. 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 posted throughout the week; and
3. have substitutions or additions posted on or near the menu.

### Finding:

1919.A.&B.: Based on interview(s) on 7/22/19 at 11:09 am, 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 as S1 failed to have this information posted in the center's current licensed space and proposed licensed space. S1 was provided technical assistance in concerns to there not being a posted menu at the center on 6/18/19. LS observed S1 creating a menu during today's center visit.

### 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, including food and formula;
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 interview(s) on 7/22/19 at 11:11 am, S1 failed to have an emergency preparedness and evacuation plan for review as LS requested the center's evacuation plan. Per S1's statement, she started the evacuation plan but failed to complete it. LS provided S1 technical assistance in concerns to the evacuation plan as S1 was unable to provide a complete evacuation plan for LS to review on 6/18/19. S1 was also provided a sample evacuation plan on 6/18/19 via email from LS during the licensing visit. LS observed S1 retrieving and working on the evacuation during today's center visit.