

Statement of Deficiencies

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 interview(s): S1 did not have a child's record for C17, C19, C20, C23, C24, C25, and C26.

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 interview(s): S1 did not have a child's record for C17, C19, C20, C23, C24, C25, and C26 which would include Written authorization signed and dated by the parent 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 interview(s): S1 did not have a child's record for C17, C19, C20, C23, C24, C25, and C26 which would include 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.

1715-A.2: Photo Identification

Not Met

1715-A.2: Personnel files for each staff member shall be maintained at the center and shall include the following:
copy of a state or federal government issued photo identification;

Finding:

1715-A.2 Based on record review: The center did not have a copy of S3, S7, S9, and S12 State or federal government issued photo Identification available for review.

1715-A.5: State Central Registry

Not Met

1715-A.5: Personnel files for each staff member shall be maintained at the center and shall include the following:
documentation of a current, completed state central registry disclosure form indicating no justified (valid) finding of abuse or neglect by the DCFS, or a current determination from the DCFS indicating that the individual does not pose a risk to children.

Finding:

1715-A.5 Based on record review: S1 failed to have documentation of a completed state central registry disclosure form (SCR 1) on site and available for review at the center prior to a previously completed form expiring (1705.B). 4 of 12 staff, S7, S9, S11, and S12 failed to have documentation of the completed form.

Statement of Deficiencies

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: S1 did not have at least two staff members trained in medication administration whether the early learning center administers medication or not.

1913-A: Water Activity / Water Play Authorization

Not Met

1913-A: The center shall obtain written parental authorization for a child to participate in any water activities or water play activities as those activities are defined in §103.

Finding:

1913-A Based on record review:
Based on review of permission slips dated 06/10/17-06/02/17, 11 of 12 children's files (C11, C12, C13, C14, C15, C16, and C22) obtained by the center's staff for authorization for water activities was incomplete as the following information was omitted: type of water activity, and location of water activity. The slip provided only stated that the child had permission to participate in all summer activities (permission slip does not specify that any of the activities would include water activities). Based on review of field trip record dated 06/09/17, all 12 children were taken to the city pool to swim.

Based on review of permission slips dated 06/20/17, 7 of 7 children's files obtained by the center's staff for authorization for water activities was incomplete as the following information was omitted: type of water activity and location of water activity. (C14, C16, C17, C18, C19, C20, and C21)

The center lacked written authorization from the parent for the child to participate in water activities or water play activities as those activities are defined in Section 103. in 1 of 12 (C21) children's files reviewed. Based on review of field trip record dated 06/09/17, C21 was taken to the city pool to swim.

1913-E: Water Activities - Safety Procedure

Not Met

1913-E: The center shall have written procedures describing the method staff shall use to account for children and ensure their safety while engaged in water activities.

Finding:

1913-E Based on observations: The center did not have a written procedures describing the method staff shall use to account for children and ensure their safety while engaged in water activities.

1913-G: Water Activities - Supervision and CPR/PFA Certification

Not Met

1913-G: A center shall have at least two staff members who are responsible for supervising children in swimming or wading pools or in other water activities, whether on-site or off-site, who are certified in infant, child, and adult CPR and pediatric first aid and shall maintain documentation of such certification.

Finding:

1913-G Based on record review:
For off-site wading/swimming pool/other water activities, the center lacked documentation that at least two staff members who are responsible for supervising children are certified in Infant/Child/Adult CPR certification and Pediatric First Aid certification. Based on review of the water activity dated 06/09/17 S2 and S3 were the only staff present on the field trip to the Natchitoches City Pool. S2 was the only staff on the trip with the certification. Based on review of the water activity dated 07/20/17 S3 and S4 were the only staff present on the field trip to the Spray Park. Neither S3 or S4 has this certification.

Statement of Deficiencies

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: Based on observations, the provider failed to have a completed evacuation pack. S1 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, hand sanitizer, and tissue, plastic bags for diapers, a battery powered flashlight and batteries, food for children including infant food and formula, and bottled water.

2101-A.1: Transportation Arrangement Conforms to State Laws

Not Met

2101-A.1: Transportation arrangements shall conform to all state laws, as amended, including but not limited to those requiring the use of seat belts and child restraints.

Finding:

2101-A.1 Based on record review: S1's transportation arrangements did not conform to state laws, including seat belts and child restraints as based on review of the field trip transportation log dated 06/09/17 and 07/20/17. On 06/09/17 there were a total of 14 passengers (12 children and 2 staff (S2 and S3) and on 07/20/17 there were a total of 16 passengers (14 children and 2 staff S3 and S4) transported in the center's 12 passenger Chevy van (based on the specialist count of seat belts and seats in the vehicle). Because there were only 12 seat belts the center could not conform with state law requiring the use of seat belts and child restraints.

2101-A.3: Capacity of Vehicle

Not Met

2101-A.3: The number of persons in a vehicle shall not exceed the manufacturer's recommended capacity

Finding:

2101-A.3 Based on record review: S1 exceeded the manufacturer's recommended capacity in the vehicle as evidenced by 114 passengers (12 children and 2 staff (S2 and S3) transported in a 12 passenger vehicle on 06/09/17 and 16 passengers (14 children and 2 staff S3 and S4) transported in the center's 12 passenger van (based on the specialist count of seat belts and seats in the vehicle) on 07/20/17. Based on review of the field trip transportation log dated 06/09/17 and 07/20/17, the center exceeded the capacity of the vehicle on both field trips.

2103-D: Vehicle Staff

Not Met

2103-D: Vehicle Staff

1. When transporting children under age 4, the driver and one staff person shall be in each contracted or center provided vehicle at all times.
2. When transporting children age 4 and older, the driver plus one staff member shall be in each contracted or center provided vehicle at all times, unless the vehicle has a communication device which allows the driver to contact emergency personnel, in which case only the driver is needed.

Finding:

2103-D Based on interview(s): S1 states that daily transportation was provided during the anniversary year, however S1 could not locate the records.

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2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
 - a. date the transportation is provided;
 - b. name of the child;
 - c. name of driver and staff members;
 - d. pick up and drop off locations;
 - e. time child was placed on the vehicle;
 - f. time child was released and name of the person or entity to whom child was released; and
 - g. signature of staff person completing the log.

Finding:

2103-F Based on interview(s): S1 states that daily transportation was provided during the anniversary year, however S1 could not locate the records.

2105-E: Field Trip - Record

Not Met

2105-E: A written record for each field trip shall be maintained and shall include the following:

1. date, destination(s) and method of transportation;
2. names of all the children being transported in each vehicle;
3. names of the driver, staff members and other adults being transported in each vehicle;
4. names of other adults who joined the field trip at the destination(s) to assist with supervision of children; and
5. the presence of each child each time the children enter or exit the vehicle.

Finding:

2105-E Based on record review:

The center's record of all field trips taken was incomplete as it did not include the specific method of transportation. Based on review of the field trip record dated 07/18/17, staff only listed center van as the method of transportation used. The center has two vehicles therefore the specific vehicle should be listed.

2107.A.1-2: Visual Check of Vehicle

Not Met

2107.A.1-2: A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

1. A staff person shall physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the interior of the vehicle.
2. The staff member shall record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle.

Finding:

2107.A.1-2 Based on interview(s): S1 states that daily transportation was provided during the anniversary year, however S1 could not locate the records.

2107-B.1-3: Field Trip Visual Vehicle Check

Not Met

2107-B.1-3: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

Finding:

2107-B.1-3 Based on record review: For field trips, a face-to-name count was not conducted prior to leaving facility for destination, when destination is reached, before departing destination for return to facility, and upon return to facility to ensure that no child was left on the trip as evidenced by.