

Statement of Deficiencies

1103-A.-D.: Critical Incidents and Required Notification

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 Licensing Division and other appropriate agencies shall be notified via email within 24 hours of the incident.
D. The Licensing Division 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 Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form.

Finding:

1103-A.-D. Based on interview(s): The provider failed to notify within 24 hours of the incident the Licensing Section of the following critical incident :On 07/27/2018 and 07/30/2018 Child Welfare came to the center on the allegation that C1 was spanked by S4 and S5. The Provider failed to notify the Division of Licensing by written report within 24 hours of the incident or by the next business day. The written notification shall be made on the Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form.

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 record review:

The center's staff daily attendance record did not accurately reflect persons on the child care premises at any given time. S3 stated on 07/26/2018, she left for lunch at 12:30pm and did not return to the center. Documentation indicated S3 returned to the center at 1:30pm and left for the day at 5:30pm. S1 stated S5 never signed in on staff or visitor's log in indicate being on premises, but was here on 07/26/2018.

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 interview(s): The Provider failed to meet the required child to staff ratio In S5's three to four year old classroom on 07/26/2018

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as evidenced by, S5 did not have a current CCCBC and would not be counted in the child to ratio. Also S3 indicated when she left for lunch, S3 left S5 alone with the children.

1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:
An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;
Upon termination or resignation of employment, the last date of employment and reason for leaving; and

Finding:

1715-A.1.3. Based on record review/interview(s): S5 did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date.

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: There was no documentation of a state or federal government issued photo identification available for review during the licensing inspection on 08/07/2018 for S5.

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/interview(s): Provider lacked documentation that S5 and S2 received orientation within seven days of date of hire and an additional orientation within thirty days of date of hire.

1807-B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807-B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

Finding:

1807-B. Based on record review/interview(s): A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for S2 and S5 prior to S2 and S5 being present at the center or performing services. According to S1, S5 was a "on trial basis" staff and did not have a CCCBC. S1 also indicated S2 was rehired 07/23/2018 to work at the center on an as needed basis. According to staff sign in, S2 was on premises on 07/23/18, 07/24/18, 07/25/18, 07/26/18, 07/27/18, 07/30/18 and 08/01/18. S1 stated S5 never signed in on the staff or visitor's log to indicate being on premises, but was here on 07/26/2018.