

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.-C. Based on observations on 8/16/18, S1 failed to allow LS access to all areas of the center as LS asked S1 to enter the center's second building during the center visit. S1 stated she did not have the keys to the building, therefore, LS was unable to conduct a walk through of the center's second building.

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 8/16/18, S1 failed to have a current approval by the Office of Early Childhood as S1 was unable to provide LS this information during the center visit. S1 provided LS an Academic Approval that expired on June 30, 2018.

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-A-C Based on record review on 8/16/18, the insurance policy or current binder on file did not include the name of the child care facility, period of coverage, and explanation of the coverage as LS observed this information was omitted from the center's insurance information. S1 provided LS the same documentation from the previous licensing visit which stated the physical address of the center but failed to have the name of the center, coverage period, and explanation of the the coverage. S1 also provided LS a "Policy Change Form" that stated the center 's name was added but was unable to provide the updated policy with the center's name for LS review.

1513-A.1-2: Schedules

Not Met

- 1513-A.1-2: An early learning center shall establish in writing and post the following schedules:
1. Schedule of days and hours of operation, including scheduled days and holidays when center is closed; and
 2. Daily schedule that includes times of planned activities, including early learning activities, allowing for flexibility and change.

Finding:

1513-A.1-2 Based on record review on 8/16/18, S1 failed to maintain a daily schedule that reflected the center's hours of operation as LS observed the center's daily schedule stated the day starts at 9am to 7pm, therefore, the center's schedule did not reflect the center's Monday - Sunday 24 hours of operation.

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:

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1507-B Based on record review/interview(s) on 8/16/18, S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure as LS asked S1 for the staff daily attendance for July 2018 to present, during the center visit in order to verify S2's date of hire. S1 stated she was unable to provide LS this information due to the documentation being locked in her personal vehicle. Therefore, LS was unable to verify S2's initial date of hire.

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 observations on 8/16/18, S1 failed to meet the required child to staff ratio for children of the following ages: (3 mths to 11mths) as LS observed 6 children with S3 during the walk through. Within approximately 1 minute, S4 enter the room as the additional staff member. The required ratio for children of this age is 5 children per 1 staff person.

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 interview(s)/record review on 8/16/18, S1 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, for staff: S2 as S1 was unable to provide this information during the center visit.

S1 did not have documentation of acceptable Photo Identification for staff S2 as S1 stated she did not have S2's file for LS review.

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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 8/16/18, S1 failed to have 1 of 4 staff members (S2) to complete the required orientation 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,

as S1 was unable to provide LS S2's folder for review during the center visit, therefore, LS did not observe if S2 completed the required orientation.

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 8/16/18, S1 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 LS observed the center's end of the day check documentation reflected S1 completed the document in advance for today. LS observed the document was already signed for 6:30.

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 8/16/18, 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 (1) can of Foam Carpet Freshener and (1) can of Air Freshener located on a table in S1 and S2's classroom. LS observed 20 children (ages 2-4 yrs old) during the center visit. LS did observe S1 removing the items during the center visit. LS observed a small plastic bag with (1) bottle of CVS Health Vitamin C 1000mg and (1) can of Gillette shaving cream in a classroom adjacent to S1 and S2's classroom. LS did observe S1 removing the items during the center visit. No children were present in the classroom during the center visit.

1901-N: First Aid Supplies

Not Met

1901-N: First aid supplies shall be kept at the center and shall be easily accessible to employees but not accessible to children.

Finding:

1901-N Based on observations on 8/16/18, first aid supplies were not kept out of the reach of children as LS observed a First Aid Kit located on the top of a shelf in the center's foyer area.

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1901-P: Staff Personal Belongings

Not Met

1901-P: The personal belongings of center staff members shall be inaccessible to children.

Finding:

1901-P Based on observations on 8/16/18, the personal belongings of center staff member S2 was accessible to children as LS observed S2's cellphone located on a table in S1 and S2's classroom. LS observed 20 children (ages 2-4 yrs old) present during the center visit.

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

Finding:

1919-A&B: Based on record review on 8/16/18, S1 failed to have the menu substitutions posted on or near the menu as S1 provided LS a substitution menu that was attached to a clipboard with today's substitutions dated Monday (without a specified date) instead of today. LS observed the following food to be served on the center's posted menu: Raviolis, corn, bread, peaches, and milk. The children were observed eating the following: Raviolis, mashed potatoes, bread, mixed fruit, and milk.