

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 on 8/20/18, S1 did not notify the Licensing Division prior to making changes that had an effect on the license as S1 has C4 in the center, her 9 week old daughter. Center is licensed for children 20 months to 3 years old. According to S1 and S2 they had a summer program for the month of June 2018, C1, C2 and C3 were enrolled in the center. According to license the center is not operating in the month of June.

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 8/20/18, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 15 children were present and 13 children were signed in on the log.

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 on 8/20/18, the center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by S1 and S2 are not signed in. S3 has signed in on the attendance log on 8/20/18, but only used her 1st name. Review of previous attendance logs for Staff from Jan 8, 2018 July 13, 2018 S3, S4, S6 all signed in using first name only for attendance.

1507-C: Daily Attendance Records - Independent Contractors

Not Met

1507-C: A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name, date of visit, arrival and departure times, and purpose of the visit.

Finding:

1507-C Based on record review on 8/20/18, the Provider did not maintain documentation of a daily attendance record for Independent Contractors to include first and last name, date of visit, arrival and departure times, and purpose of the visit. S1 stated that she may have packed the documents up already in storage.

1507-E: Daily Attendance Records - Visitors

Not Met

1507-E: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

Finding:

1507-E Based on record review on 8/20/18, S1 could not provide a written record of all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit form September 1, 2017 until 8/19/18. S1 stated that she believed she has packed those documents up and placed them in storage already.

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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 8/20/18, 1 of 16 children's records reviewed did not contain a Child's Information Form. S1 does not have a children's record for C4, her 9 week old daughter who she has with her in the center.

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 record review on 8/20/18, 1 of 16 Children's records lacked a signed and dated parental authorization to secure emergency medical treatment. S1 does not have a children's record for C4, her 9 week old daughter who she has with her in the center.

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 record review on 8/20/18, the provider 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. S1 does not have a children's record for C4, her 9 week old daughter who she has with her in the center.

1707-A.1&2: Required Staffing - Director/ Director Designee

Not Met

1707-A.1&2: Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the day time hours of operation (prior to 9:00 p.m.).
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

Finding:

1707-A.1&2: Based on record review on 8/20/18, The Provider did not have a qualified Director who is an on-site full time staff person at the center during the day time hours of operation (prior to 9:00 p.m.) and responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met. S1 stated that she spoke with consultant in reference to qualifying but have not heard anything back.

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

Not Met

1715-A.1.3.: A. Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. 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;

3. Upon termination or resignation of employment, the last date of employment and reason for leaving; and Staff Members. 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;

Finding:

1715-A.1.3. Based on record review on 8/20/18, the Provider 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, upon termination or resignation of employment, the last date of employment, reason for leaving, for staff: S1, S5 and S6. Corrected during visit.

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 observation on 8/20/18, S1 was hired on 8/1/18, S6 was hired on 4/3/18, neither staff had orientation training within 7 calendar days of date of hire to cover 1. child abuse identification and reporting;

2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices,

and S6 an additional orientation training within 30 days of hire to cover

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention;

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 8/20/18, Items that can be harmful to children, such as boudreaux butt paste and huggies diaper wipes, were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children as evidenced by in the restroom area the cabinets were not secured with the door latch leaving the items accessible. S2 closed and secured the cabinets.

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1921-C: Evacuation Pack

Not Met

1921-C: 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 8/20/18, the provider failed to have a completed evacuation pack. The provider failed to have the following: 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, first aid supplies, hand sanitizer, wet wipes, and tissue, diapers for children who are not toilet trained and plastic bags for diapers, a battery powered flashlight and radio and batteries, food for children under the age of 4, disposable cups and bottled water.

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 8/20/18, the provider did not have documentation of tornado drills that were conducted at least once per month during the months of May and June. Date of tornado drills were March 14, 2018 and April 17, 2018.