

Statement of Deficiencies

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/interviews on 08/20/2019, S1 failed to maintain a daily attendance record for all staff and owners that shall be maintained to include the arrival and departure times: accurately reflect the staff members and owners on the center premises at any given time; and be used to document staff members and owners who leave and return to the center during the day as evidenced by the monthly sign in sheet for S1 dated July 17, 2019 to August 20, 2019 indicated that S1 failed to sign out upon departure or in upon arrival 08/12/2019 and 08/19/2019. On 08/12/2019, S1 arrived at 7:00 AM and failed to document departure time. On 08/19/2019, S1 documented an arrival time of 7:00 AM and two departure times of 2:00 PM and 5:30 PM however there not was no documentation of a second arrival time. Per S1's statement, she forgot to sign in and out.

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 record review on 08/20/2019, S1 failed to maintain a cumulative file for each child that shall include the child's date of admission as evidenced by specialist reviewed ten children files and discovered that six of those files failed to include the child's date of admission. Per S1's statement, she was not aware that the files failed to have the date of admission. C1,C2,C3,C4,C5,and C6 all failed to have a date of admission documented.

1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: 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:
 - a. name;
 - b. date of birth;
 - c. home address and phone number;
 - d. training,
 - e. work experience;
 - f. educational background;
 - g. hire date; and
 - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

Finding:

1715.A. &3.: Based on record review/interview on 08/20/2019, S1 failed to have a personnel file for each staff member that shall be maintained at the center and shall include name, date of birth, home address and phone number, training, work experience, educational background, hire date, and first day onsite working with children as evidenced by S1 could not provide an employee file for S8. Per S1' s statement, S8 was a previous employee who just came back to work on 08/09/2019 and S1 also failed to have her last day of employment and reason for leaving documented.

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:

2. copy of a state or federal government issued photo identification;

Finding:

1715.A.2. Based on record review/interview on 08/20/2019, S1 failed to maintain a personnel file for each staff member that shall be maintained at the

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center and shall include a copy of a state or federal government issued photo identification as evidenced by S1 could not provide an id for S8. Per S1's statement, she had a personnel file for S8 but could not locate the file prior to specialist departure.

1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, 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.

B. 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; and
6. CPR and first aid, as applicable.

Finding:

1719.A&B Based on record review/interview on 08/20/2019, S1 failed to complete orientation for all staff within 7 days of the first day present and prior to assuming sole responsibility of children to include child abuse identification and reporting, emergency preparation, licensing regulations, and safe sleep practices as evidenced by S1 could not provide documentation that S8 had completed orientation within seven days of her first day present at the center. Per S1's statement, she did not complete orientation with S8 due her previously being employed however S1 stated S8 last worked on 04/01/2019 and would have needed new orientation training.

1901.Q.: The Safety Box

Not Met

1901.Q.: The center shall post a copy of the current The Safety Box newsletter issued by the Louisiana Office of the Attorney General and shall immediately remove from the early learning premises any items listed as recalled.

Finding:

1901.Q. Based on record review/interview on 08/20/2019, S1 failed to post a copy of the current The Safety Box newsletter issued by the Louisiana Office of the Attorney General as evidenced by there was not a current Safety Box posted. Per S1's statement, she didn't know where to find it however specialist advised S1 on the location of the Safety Box during the center's last annual completed on 10/16/2018. Specialist assisted S1 with locating and printing a current Safety Box prior to departure.

1911.E.: Daily Reports for Infants

Not Met

1911.E.: Daily Reports for Infants. Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

Finding:

1911.E. Based on record review/interviews on 08/20/2019, S2 failed to have daily infant reports for 1 of 5 infants and current written reports for 4 of 5 infants as evidenced by specialist observed S2 attempting to update daily infant reports at 11:52 AM while specialist completed walk through of the center. Per S2's statement, the child that was missing the report had "just" arrived before lunch at 11:15 AM however specialist review of the daily attendance log indicated that the child arrived at 9:00 AM. This was corrected prior to specialist departure.