

Statement of Deficiencies

5303.C.4: Notification of Changes

Not Met

5303.C.4. The Bureau shall be notified prior to making changes which may have an effect upon the license, e.g., age range of children served, usage of indoor and outdoor space, director, hours/months/days of operation, transportation, etc.

Finding:

7303.C.4 (5303.C.4.) The Director did not notify the Bureau prior to making changes that had an effect on the license as 13 children - ranging from 5 years to 10 years were transported by S1 and S2 on a field trip on 08/09/2011.

5311-A.5: Criminal Record Check

Not Met

5311.A.5. A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include documentation of a satisfactory criminal record check, as required by R.S.15:587.1. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another. No staff with a criminal conviction of a felony, a plea of guilty or nolo contendere of a felony, or any offense of a violent or sexual nature, or any offense involving a juvenile victim shall be employed in a Class "A" child care center.

Finding:

7311.A.5 (5311.A.5.) Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for [1] of [7] staff. Staff S3 was hired on 08/03/2011 but the provider failed to show documented proof of a completed Criminal Background Clearance. Documentation of submission [was not] available.

5333-A: Parental Authorization for Field Trips

Not Met

5333.A. The provider shall maintain a signed parental authorization for each field trip. Field trip authorization shall include the type of service (contract vehicle, center owned vehicle, parent vehicle) used to transport children, event, location, child's name, date and time of event, parent's signature and date.

Finding:

7533.A (5333.A.) In [13] of [13] children's files reviewed the provider did not maintain a signed parental authorization for each field trip taken. On 08/09/2011 provider transported children on a field trip without parental authorization.

5333-C: Record of Field Trips

Not Met

5333.C. The provider shall maintain a record of all field trips taken, to include date and destination, list of passengers (children, parents, staff) (going & returning) and method of transportation.

Finding:

7333-C. (5333.C.) The Provider did not maintain a record of the 08/09/2011 field trip.

5333-F: Vehicles Visual Check

Not Met

5333.F. The driver or staff person shall check the vehicle and account for each child upon arrival and departure at each destination to ensure no child is left on the vehicle or at any destination. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked for each loading and unloading of children.

Finding:

7333.F. (5333.F.) The Provider did not have documentation that the driver or a staff person checked the vehicle at the completion of 08/09/2011 trip.

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5335-D: Master Transportation List

Not Met

5335.D. Each driver or attendant shall be provided with a current master transportation list including each child's name, pick up and drop off locations, and authorized persons to whom the child may be released. Documentation shall be maintained on file at the center whether provided by center or contract.

Finding:

7335.D. (5335.D.) The provider did not have documentation that the driver or attendant was provided with a master transportation list for the 08/09/2011 field trip.

5335-E: Attendance Record

Not Met

5335.E. The driver or attendant shall maintain an attendance record for each trip. The record shall include the driver's name, the date, name of all passengers (children and adults) in the vehicle, the name of the person to whom the child was released and the time of release. Documentation shall be maintained on file at the center whether provided by center or contract.

Finding:

7335.E (5335.E.) The provider did not maintain documentation that the [center] driver or attendant maintained an attendance record for the 08/09/2011 field trip.

5335-F: Visual Check of Vehicle

Not Met

5335.F. The staff shall check the vehicle at the completion of each trip to ensure that no child is left on the vehicle. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked. Documentation shall be maintained on file at the center whether provided by center or contract.

Finding:

7335.F (5335.F.) The Provider did not maintain documentation that the driver or attendant checked the vehicle at the completion of the 08/09/2011 field trip.
