

## 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/interview on 8/27/2018, according to the center staffs daily attendance record 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 review of the center's daily attendance record. S1 failed to sign out and sign back in when she left the center to drop off the afterschool children. S1 stated that she left the center at 7:00 am and was not aware that she had to sign out when they leave to transport the children.

On 8/29/2018, the daily attendance for staff failed to accurately reflect persons on the child care premises as evidence by review of the staff/owner daily attendance log dated for 8/29/2018. S6 was observed in the center but failed to be signed in. S6 signed in.

### 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 8/27/2018, the center's visitor's daily attendance record reviewed from 10/9/2017-8/26/2018, failed to include the departure time for 10 visitors.

### 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:

2 of 19 children's records reviewed did not contain a Child's Information Form. C6 and C18 failed to have a record. S1 provided C18's master card on 8/29/2018. C6 still failed to have this authorization on 8/29/2018.

### 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: 2 of 19 Children's records lacked a signed and dated parental authorization to secure emergency medical treatment. C6 and C18 failed to have the written authorization signed by the parent. S1 provided C18's master card on 8/29/2018. C6 still failed to have this authorization on 8/29/2018.

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### 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.

- 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.
- A child shall never be released to anyone unless authorized in writing by the parent.
- Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- The center shall verify the identity of the authorized person prior to releasing the child.

#### Finding:

1515-A.3 Based on record review on 8/27/2018, S1 failed to have written authorization signed and dated by the parent noting the first and last names of individuals to whom the children 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, for C6 and C18. S1 provided C18's master card on 8/29/2018. C6 still failed to have this authorization on 8/29/2018.

### 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.

- Minimum child to staff ratios shall be met at all times.
  - There shall be a minimum of two staff members present at an early learning center when more than one child is present.
  - Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- 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

- An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
- Child to staff ratios for children under age two are excluded from averaging.
- 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.
- 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 record review/interview on 8/27/2018, there failed to be a minimum of 2 child care staff present at an early learning center when more than one child is present as the staff and children's daily attendance log showed one staff was supervising 11 children ages 7 months to 2 years old. Specialist noted that S1 and S3 both signed in at 6:30 am. Per S1's verbal statement she left the center at 7:00 am to take 2 school age children to school and did not return to the center until 8:00 am. According to the staff sign-in log, S2, S5, and S6 signed in at 8:00 am. S3, was the only staff with 11 children (1-7 month old, 1-8 month old, 1-10 month old, 5-1 year olds, 1-2 year old, 1-3 years, and 1-4 year ) from 7:00am-8:00 am. S3 could only supervise 5 of the 11 children present. There needed to be 1 additional staff for ratio to be met. Specialist

### 1713-A&B&C: Supervision

Not Met

1713-A&B&C:

- Children shall be supervised at all times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.
- Children shall not be left alone in any room, (except the restroom as indicated in Subsection G), outdoors, or in vehicles, even momentarily, without staff present.
- A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

#### Finding:

1713-B Based on observation on 8/27/2018, children were not under supervision at all times as Specialist observed S4 at naptime supervising 12 children(1year-4 years) in the afterschool room. S4 left the room where the children were napping and prepared the snacks and placed the snacks out

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on the table in the room connected to the afterschool room where the children sit to eat lunch. S4 could not see the children at all times because there was a shelf that blocked her view of the room where the children were napping.

### 1807-C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807-C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807-C. Based on record review on 8/27/2018, S7 failed to have a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for O1, O2, O3, O4, O5, O6, O7, and O11 prior to the persons being present at the center or performing services. According to the visitor's log, these individual were present between 10/9/2017-8/26/2018. The center visitor log failed to have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O1, O2, O3, O4, O5, O6, O7, and O11 at all times while they were on the center premises. O1 was signed into the center on 3/22/2018, O2 was signed into the center on 4/5/2018, O3 was signed into the center on 4/5/2018, O4 was signed into the center on 7/3/2018, O5 was signed into the center on 7/30/2018, O6 was signed into the center on 7/31/2018, O7 was signed into the center on 8/17/2018, and O11 was signed into the center on 10/25/2017. The center visitor log failed to include the language stating that O1, O2, O3, O4, O5, O6, O7, and O11 were accompanied by the staff member at all times while on the premises and signature of the staff member.

Based on the telephone interview with S8 on 8/28/2018, S8 failed to have a CCCBC-based determination of eligibility for child care purposes from the department prior to O9 being allowed to drive the contracted center van on 8/27/2018. On 8/27/2018, Specialist exited the center and observed O9 sitting in the driver seat of The Learning Center at Peaceful Rest vehicle(contract vehicle) as O8 was getting the children off of the vehicle. On 8/28/2018, S8 stated that O9 did not work for the center but worked as deacon in the church. S8 stated that O9 only transported for the center on this date because O8 was sick and did not feel comfortable driving so O9 drove the vehicle with O8 being the bus attendant on 8/27/2018.

### 1901-G.-H.: Equipment

Not Met

1901-G.-H.: G. All equipment used by children shall be maintained in a clean and safe condition and in good repair.  
H. Moveable equipment shall be secured and supported so that it shall not fall or tip over.

#### Finding:

1901-G.-H. Based on observations on 8/27/2018, Specialist observed moveable equipment that was not secured and supported so that it will not fall or tip over. Specialist observed a large black television in the afterschool room that was sitting on the top of a small gray television stand. The television had two dvd players sitting on the top of the television. The television nor the dvd players were secured and supported so that they would not fall or tip over onto a child.

### 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 8/27/2018, items that can be harmful to children, such as medications and tools were not kept locked in a cabinet or another secure place to ensure that the children would not have access. Specialist observed a creme metal teacher desk in the entrance area where the children eat lunch that contained the following items in an unlocked drawers: 1 screwdriver, 1 tube of hydrocortisone cream, 2 small packets of anitbotic ointment, 1 tube of vaseline lotion, 1 small first aid kit that contained a instant cold compress pack, and antiseptic towelettes. S1 removed all the items from the drawer.

### 1909-D: Infants - Car Seats

Not Met

1909-D: Written authorization from a physician is required for a child to sleep in a car seat or other similar device and shall include the amount of time that the child is allowed to remain in said device.

#### Finding:

1909-D Based on observations/interview on 8/27/2018, written authorization from a physician was not available for 1 of 6 infants as required for infant to

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sleep in a car seat or other similar device. Specialist observed C2( 7 months olds) sleeping in a swing. C2 was removed from the swing prior to specialist departure from the room.

### 1909-G: Infant - Bibs

Not Met

1909-G: Bibs shall not be worn by any child while asleep.

#### Finding:

1909-G Based on observations on 8/27/2018, Specialist observed C2(7 months old), wearing a bib while he was asleep in a swing. The bib was removed prior to him being placed in the crib.

### 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/interview on 8/27/2018, there failed to be a daily written report for 6 off 6 infants, when requested. S1 stated that they had not been completed yet.

### 1911-G: Pacifier Attached

Not Met

1911-G: Pacifiers attached to strings or ribbons shall not be placed around the neck or attached to the clothing of a child.

#### Finding:

1911-G Based on observations on 8/27/2018, Specialist observed C2( 7 months old), asleep in a swing with a pacifier attached to his bib.

### 1917-K: Emergency Medication Plan and Records

Not Met

1917-K: Emergency Medications

1. Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months, and shall include:

- method of administration;
- symptoms that indicate the need for the medication;
- actions to take once symptoms occur;
- description of how to use the medication; and e. signature of parent and date of signature.

2. Medication administration records for emergency medication shall be maintained and include the following:

- symptoms that indicated the need for the medication;
- actions taken once symptoms occurred;
- description of how medication was administered;
- signature of administering staff member; and
- phone contact with the parent after administering emergency medication.

#### Finding:

1917-K Based on record review on 8/27/2018, C1, a child who requires emergency medications, such as an EpiPen failed to have a written plan of action signed and dated by a parent.

### 1919-D.2: Food Service and Nutrition - Choking Hazards

Not Met

1919-D.2: Children under age 4 shall not have foods that are implicated in choking incidents. Examples of these foods include but are not limited to: whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than what can be swallowed whole.

#### Finding:

1919-D.2 Based on observations on 8/27/2018, Specialist observed 12(1 year-4 years) children eating lunch. According to S1,10 of the children were under the age of 4. Specialist noted that the children were fed fruit cocktail which contained grapes. The grapes were removed from the children's plates.

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### 2101-A.13: Appropriate Driver's License

Not Met

2101-A.13: The center shall maintain a copy of a valid appropriate Louisiana or other state-issued driver's license for all individuals who drive vehicles used to transport children, whether said drivers are staff members or contracted drivers.

#### Finding:

2101-A.13 Based on record review on 8/28/2018, the center failed to have a copy of a valid appropriate Louisiana driver's license for O9 who was observed by the Specialist to be working as a contract driver on 8/27/2018.

### 2101-A.15: Transportation - Contract to Provide Transportation

Not Met

2101-A.15: Centers using contract transportation shall maintain a copy of the written contract that includes an express provision stating that the contractor shall comply with all state laws and regulations, as amended, regarding motor vehicles, including but not limited to seat belts and child restraints.

#### Finding:

2101-A.15 Based on record review on 8/29/2018, S8's contract dated 8/1/2018 for transportation was incomplete as it failed to include the time limit for the contract, the signature of provider, the signature of transportation agency, the language stating that there will be compliance with all state laws and regulations as amended, regarding motor vehicles, including but not limited to seat belts and child restraints.

### 2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### Finding:

2103-F Based on observation/record review on 8/27/2018, the center's current passenger transportation log provided by S8 failed to be correct. At 4:00 pm, Specialist was exiting the center and observed the Learning Center at Peaceful Rest vehicle parked on the front of the building, O8 was standing on the outside of the vehicle letting the children out while O9 was sitting in the driver seat. Specialist spoke with S8 on 8/28/2018 via telephone and was advised by S8 that O8 is the driver for the center and O9 was the deacon for the church (Peaceful Rest). S8 stated that O9 is not employed by The Learning Center at Peaceful Rest. Specialist noted on the transportation log received from S8 on 8/28/2018 that the log was incomplete as it did not include O9's name who was observed working as a contract driver on 8/27/2018. Specialist noted that the driver's name listed was O8 and O10.