

## 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: 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 on 8/29/17 during licensing visit no staff where signed in as being present at the center. Specialist observed 2 staff present, S1 and S2 at 10:30am and S3 arrived to the center at 11:23am.

### 1509-A.3: Admissions Policy

Not Met

1509-A.3: Admission Policy to include the admission criteria.

#### Finding:

1509-A.3 Based on interview(s): The Provider did not have an Admission policy that included the center's admission criteria.

### 1509-A.7: Parental Involvement Policy

Not Met

1509-A.7: Parental Involvement Policy

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day.

#### Finding:

1509-A.7 Based on interview(s): The Provider did not have a policy offering Parents a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day.

### 1509-A.8.c: Behavior Management Policy - Time Out

Not Met

1509-A.8.c: Time Out

- i. Time out shall not be used for children under age 2.
- ii. A time out shall take place within sight of staff.
- iii. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.
- iv. For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

#### Finding:

1509-A.8.c Based on interview(s): The Provider did not have a Time Out policy as part of their Behavior Management Policy that clearly states ALL Time Out procedures that are used and all that are prohibited.

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### 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 interview(s)/record review:

On 8/29/17 between the hours of 5:15 am- 7:30am, S3 did not have at a minimum of 2 child care staff present at an early learning center when more than one child is present as one staff, S3 was supervising 7 children ages 2-7 years old.

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

Not Met

1713-A&B&C:

A: 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.

B: 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.

C: 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 observations: Children were not under supervision at all times as specialist observed S2 go to the restroom and leave C1 swinging in the swing unsupervised for approximately 1 minute.

### 1715-A.4: Criminal Background Check

Not Met

1715-A.4: Personnel files for each staff member shall be maintained at the center and shall include the following:  
documentation of a fingerprint based satisfactory criminal background check

#### Finding:

1715-A.4 Based on record review: S1 provided a copy of their certified criminal background check (RTR), however, the provider failed to obtain a new satisfactory criminal background check from the Louisiana State Police for this staff prior to the one year date of issuance of the previous certified criminal background check in order for the individual to continue employment at the center (1703.E). The criminal background check on file for S1 expired on 8/12/16 and this staff person was present in the licensed child care facility on 8/29/17. S3 obtained a background clearance from local sheriffs office for S1 and stated that she was informed by previous licensing specialist that it was sufficient.

### 1715-A.5: State Central Registry

Not Met

1715-A.5: Personnel files for each staff member shall be maintained at the center and shall include the following:  
documentation of a current, completed state central registry disclosure form indicating no justified (valid) finding of abuse or neglect by the DCFS, or a current determination from the DCFS indicating that the individual does not pose a risk to children.

#### Finding:

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1715-A.5 Based on record review: Provider failed to have documentation of a completed state central registry disclosure form (SCR 1) on site and available for review at the center prior to a previously completed form expiring (1705.B). 1 of 3 staff, S1 failed to have documentation of the completed form.

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