

## Statement of Deficiencies

### 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 1-3. Based on interviews on 9/4/18, the daily attendance record for children did not include the departure times and arrival times to accurately reflect children on the center premises at any given time as S1 stated that the center staff failed to sign children in and out when children engage in non-vehicular excursions (i.e.. eating lunch) to the adjacent building (Zion Missionary Baptist Church).

### 1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1717-A Based on record review on 9/4/18, S1 did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center as LS observed S1 failed to have this information during the center visit for the following Independent Contractors: O1 and O2.

O1 (NSU personnel) was on the center premises on 5/9/18 from 9am - 12pm, 5/10/18 9:15 am - 1pm, and 5/15/18 8:45am - 12pm.

O2 (Early Steps personnel) was on the center premises on 7/9/18, 9:30 am - 10:20 am, 7/30/18, 10:20 am-departure time unknown, 8/7/18, 8:00 am - 9:00 am, 8/14/18, 8:00 am - 9:00 am, 8/20/18, 7:40am-8:40 am, and 8/27/18, 8:00 am - departure time unknown.

S1 did not have documentation of a CCCBC-based determination of eligibility for child care purposes from the department for independent contractor O1 and O2 as S1 was unable to provide LS this information during the center visit. S1 also failed to have a staff member not otherwise counted in child to staff ratios to accompany O1 and O2 while on the center premises, per center visitor/extracurricular daily log.

### 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 9/4/18, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for visitors: O3, O4, and O5, prior to the person being present at the center or performing services as evidence by:

O3 (personal unknown) was on the center premises on 5/25/18, 12:05 am- departure unknown and 6/29/18 arrival and departure unknown. No staff member not otherwise counted in child to staff ratios accompanied O3 while on the center premises, per center visitor/extracurricular daily log.

O4 (personnel unknown) was on the center premises on 5/31/18, 1:00 pm - 1:20 pm. No staff member not otherwise counted in child to staff ratios accompanied O4 while on the center premises, per center visitor/extracurricular daily log.

O5 (maintenance) was on the center premises on several days during February, March, May, June, July, and August 2018. No staff member not otherwise counted in child to staff ratios accompanied O5 while on the center premises, per center visitor/extracurricular daily log.

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### 1811-A.-B.: Requests for CCCBC-Based Determinations of Eligibility

Not Met

1811-A.-B.: A. An early learning center or an entity identified in §1809 shall request and obtain from the department a new CCCBC-based determination of eligibility for child care purposes for each required person:

1. prior to the person being present or performing services at the center when children are present; and
2. not less than once during a five-year period.

B. An early learning center or an entity identified in §1809 shall not be required to request and obtain from the department a new CCCBC-based determination of eligibility for child care purposes for a required person, and instead shall be able to request and obtain from the department the person's CCCBC-based determination of eligibility provided to another in-state child care provider or entity identified in §1809, if:

1. a child care provider within the state or an entity requested and obtained a CCCBC-based determination of eligibility for child care purposes from the department for the person within the past five years, while the person was seeking employment or employed by a in-state child care provider or seeking to provide or providing services at an early learning center in Louisiana for an entity;
2. the department provided to the initial requesting child care provider or entity a CCCBC-based determination indicating the person was eligible for child care purposes; and
3. the person is still employed by a child care provider within the state, or is still providing services in an early learning center within the state for an entity, or has been separated from a child care provider within the state or an entity for less than 180 consecutive days.

#### Finding:

1811-A.-B. Based on record review on 9/4/18, documentation of a CCCBC-based determination of eligibility (CCCBC) was not available for 1 of 8 staff, prior to the individual(s) being present in the childcare facility as LS observed S2 was hired on 8/20/18 per S2's orientation documentation and daily attendance log. S2's CCCBC determination of eligibility was not confirmed until 8/24/18. LS observed S2 was present on the center premises on 8/20/18, 8am - 4pm, 8/21/18 8am - 4pm, 8/22/18, 8am- 4:15pm, and 8/23/18, 8am - 4pm.

### 1921-C: Evacuation Pack

Not Met

1921-C: Evacuation Pack. 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 9/4/18, S1 failed to have a completed evacuation pack. The provider failed to have the following: a list of area emergency phone numbers, a list of emergency contact information and emergency medical authorization for all enrolled children, and an emergency pick up form as LS observed these items were omitted during the center visit. .

### 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 9/4/18, S1 did not have documentation of tornado drills that were conducted at least once per month during the months of March, April, May, and June as LS observed only March 2018's tornado drill was completed. S1 failed to complete a tornado drill for April, May, and June of 2018. Date of the tornado drill was March 19, 2018.

### 2109-B: Non-vehicular Excursions - Records

Not Met

2109-B: Centers shall maintain records of all non-vehicular excursion activities to include the date, time, list of children, staff, and other adults, and type of activity.

#### Finding:

2109-B Based on interview(s) on 9/4/18, S1 did not maintain a record of all non-vehicular excursion activities as S1 stated the enrolled children walk to Zion Missionary Baptist Church to eat lunch. LS observed that the church is adjacent to the center but there is no enclosed area for children to walk to and from the center to the church. S1 stated the church is unlicensed space but failed to provide LS any documentation of non-vehicular excursion to the church. S1 stated the children go to the church either 2-3 times per week to eat lunch.