

## 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 observations/record review: On September 7, 2017, 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 S9 was observed present in the facility working in a classroom; however, she failed to be signed in, S8 was already signed out at 4:15 PM as of 9:00 AM, and S7's sign in sheet failed to be dated. S1 corrected prior to Specialist departure.

### 1509-A.9: Electronic Devices Policy

Not Met

1509-A.9: Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. Electronic device activities for children under age two are prohibited; and
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

#### Finding:

1509-A.9 Based on observations/record review/interview(s): On September 7, 2017, the Provider did not have a written Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, are prohibited for children under are two and time allowed for electronic device activities for children ages two and above shall not exceed 2 hours per day. S1 stated that she thought she had the policy but could not locate it and would correct as soon as possible.

### 1509-A.10: Computer Practices Policy

Not Met

1509-A.10: Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

#### Finding:

1509-A.10 Based on interview(s)/record review: On September 7, 2017, the Provider did not have a written Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging. S1 corrected prior to Specialist departure as the policy was faxed over from another center.

### 1509-A.11: Programs, Movies and Video Games Policy

Not Met

1509-A.11: Programs, Movies and Video Games Policy

- a. Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- b. All television, video, DVD, or other programming shall be suitable for the youngest child present.
- c. "PG" programming or its television equivalent shall not be shown to children under age 5.
- d. "PG" programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- e. Any programming with a rating more restrictive than "PG" is prohibited.
- f. All video games shall be suitable for the youngest child with access to the games.
  - i. "E10+" rated games shall be permitted for children ages 10 years and older.
  - ii. "T" and "M" rated games are prohibited.

#### Finding:

1509-A.11 Based on interview(s)/record review: On September 7, 2017, the Provider did not have a Programs, Movies and Video Games Policy requiring: Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children. All television, video, DVD, or other programming shall be suitable for the youngest child present. PG programming or its television equivalent shall not be shown to children under age 5. PG programming shall only be viewed by children age 5 and above and shall require written parental authorization. Any programming with a rating more restrictive than PG is prohibited. All video games shall be suitable for the youngest child with access to the games. E10+ rated games shall be permitted for children ages 10 years and older. T and M rated games are prohibited. S1 corrected prior to Specialist departure as the policy was faxed over from another center.

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### 1703.B: Visitors - CBC/Accompanied

Not Met

1703.B: An early learning center shall obtain documentation of a satisfactory fingerprint based CBC for each visitor or independent contractor of any kind, prior to the person being present at the center or performing services for the center UNLESS the visitor or independent contractor WILL BE accompanied at all times while on the center premises by an adult, paid, staff member who is not being counted in child to staff ratios, and the center shall have copies of said documentation on-site at all times and available for inspection upon request by the Licensing Division.

1. Documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied a visitor or independent contractor at all times while the visitor or contractor was on the center premises shall include the date, arrival and departure time of the visitor or contractor, language stating that the visit or contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1703.B Based on record review: On September 7, 2017, a satisfactory fingerprint based CBC was not obtained for each independent contractor, prior to the person being present at the center or performing services as evidenced by: O1 was present in the facility on September 6, 2017, O2 was present in the facility on May 2 and 8, 2017, O3 was present in the facility on April 26, 2017, and O4 was present in the facility on April 26, 2017 and the center did not have documentation of a current CBC on file for the date that they were present in the facility. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied the independent contractor at all times while they were on the center premises. Documentation did not include the departure time, language stating that they were accompanied by the staff member at all times while on the premises, and signature of the staff member. S1 placed phone calls during Specialist visit on September 7, 2017 in an effort to attain copies of the CBC; however, Specialist advised S1 that this documentation must be ascertained prior to allowing access to the premises.

### 1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715-A.1.3. Based on record review: Upon termination or resignation of employment, Provider failed to have documentation of the last date of employment and reason for leaving for S16 and S17 as on September 7, 2017, S1, S2, S18 and S19 each stated that S16 and S17 last worked in the facility on May 23, 2017; however, no documentation of their last day or reason for leaving employment was provided to the Specialist. Specialist spoke to S18 and S19 by phone and was advised that the documentation was on file at the Head Start Main office and would be emailed the same day; however, no documentation was received as of September 11, 2017.

### 1725-A.-D.: Medication Management Training

Not Met

1725-A.-D.: A. All staff members who administer medication shall have medication administration training.

B. Whether administering medication or not, each early learning center shall have at least two staff members trained in medication administration.

C. Such training shall be completed every two years with an approved Child Care Health Consultant.

D. A licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

#### Finding:

1725-A.-D. Based on record review/interview(s): The provider did not have at least two staff members trained in medication administration whether the early learning center administers medication or not as S8 is the only staff member with documentation of current Medication training documentation. S1 stated that S1, S2, and S3 each completed medication training on September 1, 2017 and are awaiting certificates. S1 requested that the Specialist speak to a office supervisor who stated that the certificates will not be released to the center until the check clears with the trainers; however, he could attest that S1, S2, and S3 did take the class on September 1, 2017.

### 1901-J.&K.: Items That Can be Harmful to Children

Not Met

1901-J.&K.: 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. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

#### Finding:

Based on observations and interview: Items that can be harmful to children, such as cleaning supplies and chemicals, failed to be stored in a locked cabinet or other secure place that ensures they are inaccessible to children as on September 7, 2017, Specialist observed a can of air freshener in the cabinet beneath the sink in classroom #2, air freshener on the shelf in the boys restroom near the entrance, and bleach water and 409 on a table in the

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Date - 09/07/2017  
License # - 15074  
Action Code - 5 - ANNUAL SURVEY

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resource room. S1 corrected prior to Specialist departure.

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