

Statement of Deficiencies

5305-B: Liability Insurance

Not Met

5305.B. The provider shall maintain in force at all times current commercial liability insurance for the operation of a center to ensure medical coverage for children in the event of accident or injury. The provider is responsible for payment of medical expenses of a child injured while in the provider's care. Documentation shall consist of the insurance policy or current binder that includes the name of the child care facility, physical address of the facility, name of the insurance company, policy number, period of coverage and explanation of the coverage.

Finding:

7305.B (5305.B). The Provider lacked required documentation of current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury.

5305-D: Department of Health

Not Met

5305.D. The provider shall have documentation of yearly sanitation inspection and current approval from the Office of Public Health, Sanitarian Services. If food is catered or transported, approval is needed from the health department.

Finding:

7305.D (5305.D). The Provider lacked documentation of a current annual inspection and approval from the Office of Public Health, Sanitarian Services. Re-inspection scheduled for 9/24/09.

5311-A.1: Staff Information Form

Not Met

5311.A.1. 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 an application and/or a staff information form with the following:

- name
- date of birth;
- address and telephone number;
- previous training/work experience;
- educational background; and
- employee's starting and termination date.

Finding:

7311.A.1 (5311.A.1.) The Provider did not have an application/staff information form for staff: 1 staff member.

5311-A.2: Reference Checks

Not Met

5311.A.2. 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 three current, positive reference checks or telephone notes signed and dated. These references shall be obtained from persons not related to the employee.

Finding:

7311.A.2 (5311.A.2). Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for staff: 1 staff member.

5311-A.3: Job Descriptions

Not Met

5311.A.3. 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 written job descriptions for every position at the center.

Finding:

7311.A.3 (5311.A.3). The Provider lacked a job description for every position at the center for staff: 2 staff members.

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5311-A.4: Health Statement

Not Met

5311.A.4. 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 a written statement of good health signed by a physician or designee. Health statement dated within three months prior to offer of employment or within one month after date of employment is acceptable. A health statement is required every three years. Originals shall be presented upon request.

Finding:

7311.A.4 (5311.A.4). Health records to include documentation of good health, signed by a physician or designee were not available for staff: 3 staff members.

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 [6] staff. Documentation of submission was not available. Staff shall not be present in the center until a satisfactory criminal check is received from Louisiana State Police.

5312-A: Orientation Training

Not Met

5312.A. Within one week of employment and prior to having sole responsibility for a group of children, each staff member, including substitutes and foster grandparents, shall receive orientation training to include the following topics:

- center policies and practices including health and safety procedures;
- emergency and evacuation plan;
- supervision of children;
- discipline policy;
- job description;
- individual needs of the children enrolled;
- detecting and reporting child abuse and neglect;
- current Child Care Class "A" Minimum Licensing Standards; and
- confidentiality of information regarding children and their families.

This training shall be followed by four days of supervised work with children. Documentation shall consist of a statement/checklist in the staff record signed and dated by the staff person and director, attesting to having received such orientation training, and the dates of the supervised work with children.

Finding:

7312.A. (5312.A.) Provider lacked documentation that [2] of [6] staff received orientation within one week of employment and prior to having sole responsibility for a group of children.

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5312-C: Annual Review

Not Met

5312.C. All staff, including substitutes and foster grandparents, shall have a signed and dated checklist/statement that the following topics are annually reviewed:

- center policies and practices including health and safety procedures;
- emergency and evacuation plan;
- supervision of children;
- discipline policy;
- job description;
- individual needs of the children enrolled;
- detecting and reporting child abuse and neglect;
- current Child Day Care Class "A" Minimum Standards;
- confidentiality of information regarding children and their families.

Finding:

7312.C (5312.C.) Provider lacked documentation that staff, [ALL], have annually reviewed training topics.

5312-E.1: CPR

Not Met

5312.E.1. A minimum of at least 50 percent of all staff on the premises and accessible to the children at all times shall have documentation of current infant/child/adult certification in CPR. Original cards shall be made available upon request. This training shall be approved by the Department of Social Services prior to acceptance.

Finding:

7312.E.1 (5312.E.1.) The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children have current approved Infant/Child/Adult certification in CPR. [0] of [6] staff had documentation of this certification.

5312-E.6: CPR/PFA Field Trip

Not Met

5312.E.6. At least 50 percent of the supervising staff on the field trip shall have documentation of current infant/child/adult CPR certification and pediatric first aid certification.

Finding:

7312.E.6 (5312.E.6). There was not at least fifty percent (50%) of the supervising staff on the field trip(s) taken on [10/13/08] with documentation of current [Infant/Child/Adult CPR certification and Pediatric First Aid certification]. [0] staff had documentation of current Infant/Child/Adult CPR certification. ALL had documentation of current certification in Pediatric First Aid.

5321-J: Daily Observation of Children

Not Met

5321.J. Upon arrival at the center, each child shall be observed for possible signs of illness, infections, bruises, injuries, physical condition, etc. When noted, results including an explanation from parent and/or child shall be documented.

Finding:

7321.J (5321.J). The provider did document observations noted on children upon arrival to the center. Results including an explanation from parent and/or child were never documented.

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5327-G: Electrical Plug Covers

Not Met

5327.G. Unused electrical outlets shall be protected by a safety plug cover.

Finding:

7327.G (5327.G) Unused electrical outlets were not protected by a safety plug cover in the cafeteria.

5327-H: Strings and Cords

Not Met

5327.H. Strings and cords (such as those found on window coverings) shall not be within the reach of children.

Finding:

7327.H (5327.H). Strings and cords were within reach of children as there were cords from a television set, computer, and printer accessible in room #2.

5327-O: Fire Drills

Not Met

5327.O. Fire drills shall be conducted at least once per month. These shall be conducted at various times of the day and night (if nighttime care is provided) and shall be documented. Documentation shall include:

- date and time of drill;
- number of children present;
- amount of time to evacuate the center;
- problems noted during drill and corrections noted; and
- signatures (not initials) of staff present.

Finding:

7327.O (5327.O) Monthly fire drill documentation did not contain the following information: signatures (not initials) of the staff present. They contained only the signature of the center director. Also, the last drill documented is 2/09.

5331-I: Liability Insurance

Not Met

5331.I. The provider shall maintain in force at all times current commercial liability insurance for the operation of center vehicles to ensure medical coverage for children in the event of accident or injury. This policy shall extend coverage to any staff member who provides transportation for any child in the course and scope of his/her employment. The provider is responsible for payment of medical expenses of a child injured while in the provider's care. Documentation shall consist of the insurance policy or current binder that includes the name of the child care facility, the name of the insurance company, policy number, period of coverage and explanation of the coverage. If transportation is provided by parents for field trips or transportation is provided by contract, whether daily or field trip, a copy of the current liability insurance shall be maintained on file.

Finding:

7331.I (5331.I.) The Provider lacked documentation of current commercial liability insurance for the operation of the vehicle(s) to ensure medical coverage for children in the event of accident or injury.

5331-J: Safety Inspection

Not Met

5331.J. The vehicle shall have evidence of a current safety inspection. In lieu of a visual inspection of a contracted vehicle, a signed statement by the agency representative verifying the expiration date of the current inspection is acceptable.

Finding:

7331.J (5331.J.) The Provider did have a statement signed by the contract agency's representative verifying that the contracted vehicle used has a current safety inspection however the signed statement does not have the expiration date of the inspection sticker.

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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:

5333.F. The Provider did not have documentation that the driver or a staff person checked the vehicle at the completion of each trip. On the one field trip taken 10/13/08, the staff did not document a visual check.

5337-A: Contract for Transportation

Not Met

5337.A. The provider shall maintain a contract which is signed by the provider and a representative of the transportation agency outlining circumstances under which transportation will be provided. This written contract shall be dated, time limited and shall include verbiage in Section 5331.

Finding:

5337.A (5337.A). The Provider's contract for transportation was incomplete as it did not include: the specifics of what each party is responsible for.
