

## Statement of Deficiencies

### 1513-A.1-2: Schedules

Not Met

1513-A.1-2: An early learning center shall establish in <u>writing and post the following schedules:

1. Schedule of days and hours of operation, including scheduled days and holidays when center is closed; and
2. Daily schedule that includes times of planned activities, including early learning activities, allowing for flexibility and change.

#### Finding:

1513-A.1-2 Based on record review/observations: Provider did not have a Posted Daily schedule that includes times of planned activities, including early learning activities, allowing for flexibility and change.

### 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 Based on observations/record review:

According to the daily attendance log, the center failed to maintain complete daily attendance for children. On 8/16/2018, C1 did not have a complete sign out time. There was no sign out for C2 on 8/20/2018 & 9/7/2018. There was no sign out for C3 on 8/21/2018 and 8/28/2018. On 9/5/2018, 5 of 17 children did not documentation of a sign out. On 9/10/2018, 2 of 17 children did not have documentation of a sign out.

### 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: One of six children's records, C6, lacked a signed and dated parental authorization to secure emergency medical treatment.

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

Not Met

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

1. 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;
  3. Upon termination or resignation of employment, the last date of employment and reason for leaving; and
- Staff Members. 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: The Provider did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, upon termination or resignation of employment, the last date of employment for staff: S3.

### 1715-A.2: Photo Identification

Not Met

1715-A.2: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:  
copy of a state or federal government issued photo identification;

#### Finding:

1715-A.2 Based on record review: The center did not have a copy of S3's State or federal government issued photo Identification available for review.

## Statement of Deficiencies

### 1719-A.-B.: Orientation Training

Not Met

1719-A.-B.: Within seven calendar days of date of hire, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices,

Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention;

#### Finding:

1719-A.-B. Based on record review: The provider did not have documentation that S3 received training within seven calendar days of date of hire, and prior to assuming sole responsibility for any children or additional policies and practices training within 30 days of S3's date of hire

### 1807-B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807-B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807-B. Based on record review: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each staff member, S3, prior to the person being present at the center or performing services as evidence by: S3's attendance log verifying S3 was in premises on 08/13/2018, 08/14/2018, 08/15/2018, 08/16/2018 and 08/17/2018.

### 1919-A&B: Food Service and Nutrition - Menu

Not Met

1919-A&B: All meals and snacks provided by the center, and their preparation, service and storage, shall meet the requirements for meals of the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and 7 C.F.R. 226.20 and the Louisiana Sanitary Code, Title 51, Part XXIII, found at LAC 51:XXIII. For the current CACFP meal patterns, contact the Louisiana Department of Education, Division of Nutrition Support.

The weekly menu shall:

1. be planned for each day of the week and list the specific food items served;
2. be prominently posted by the first day of each week and remain <b>posted</b> throughout the week; and
3. have substitutions or additions posted on or near the menu.

#### Finding:

1919 A&B Based on observation: The Current weekly menu listing specific food items served for each day of the week was not prominently posted by the first day of each week and remain posted throughout the week.

### 1919-D: Meals Served

Not Met

1919-D: A minimum of a breakfast or morning snack, lunch, and afternoon snack shall be served to children, and meals and snacks shall be served not more than three hours apart.

#### Finding:

1919-D Based on interview(s): A minimum of a breakfast or morning snack, lunch, and afternoon snack shall be served to children. Meals and snacks shall be served not more than three hour apart. According to S1, children begin to arrive at the center at 7:30am and leave at 11:00am. S1 stated children are not served meals or snacks while in care.