

## Statement of Deficiencies

### 1503-D: Waiver of Liability

Not Met

1503-D: Parents shall not be required to waive the center's responsibility.

#### Finding:

1503-D Based on record review: Parents are required to waive the provider's responsibility in the event of an accident or injury as documented on an insurance claim form given attached to a critical incident that occurred on 06/07/2017. Instructions provided with the form indicated benefits were payable for covered expenses that were not covered by a personal plan.

### 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 record review/observations:

The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time. Specialist observed 25 two year old children along with S10, S11, S12, S13, S14 and S15 off premises at a nearby park on 09/14/2017. Children were not on premises and was not signed out on the log.

### 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. On 09/14/2017, Specialist observed 25 two year old children along with S10, S11, S12, S13, S14 and S15 off premises at a nearby park. S10, S11, S12, S13, S14 and S15 were not signed out on the log.

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

Not Met

1509-A.8.c: Time Out

Time out shall not be used for children under age 2.

A time out shall take place within sight of staff.

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. 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 record review: 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. According to the center's parent handbook, children in the two year old program can be given a time out ranging from one to four minutes.

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### 1711-A-B-F-G: Child to Staff Ratio

Not Met

1711-A-B-F-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.
- F. Minimum Child to Staff Ratios for Type I centers:

Ages of Children	Ratio			
Infants under 1 year	6:1			
1 year		8:1	2 years	12:1
3 years	14:1			
4 years	16:1			
5 years	20:1			
6 years and up		25:1		

- 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-F-G Based on observations: While completing the census of the center, Specialist observed S8 in Room "D" alone with 12 one year old children. S8 stated S9 had gone to the kitchen to warm lunch. The required child to staff ratio for one year old children is eight children per one staff.

### 1713-E&F: Supervision Participation

Not Met

1713-E&F:

- E: While supervising a group of children, staff shall devote their time to supervising the children, meeting the needs of the children, and participating with them in their activities.
- F: Staff duties that include cooking, housekeeping or administrative functions shall not interfere with the supervision of children.

#### Finding:

1713 E & F Based on observation: While supervising a group of children, childcare staff did not devote their time to supervision of the children, meeting the needs of the children, and in participation with the children in their activities. At 1:49pm, Specialist observed S4 and S5 on/looking at their cellular phones during the children's naptime. At 1:51pm, Specialist observed S7 sitting on the floor patting a child's back while on/looking at her cellular phone.

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

Not Met

1715-A.4: Staff Members. 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: Documentation of a satisfactory fingerprint based criminal background check (CBC) was not available for five of 25 staff, prior to the individual(s) being present in the childcare facility (1703.A)

- S3's date of hire is 06/12/2017. According to staff sign in, S3 worked on premises starting on 06/12/2017. S3's satisfactory CBC was received on 06/21/2017.
- S6's date of hire is 07/28/2017. According to staff sign in, S6 worked on premises starting on 08/07/2017. S6's satisfactory CBC was received on 08/10/2017.
- S9's date of hire is 05/15/2017. According to staff sign in, S9 worked on premises starting on 05/15/2017. S9's satisfactory CBC was received on 06/05/2017.
- S19's date of hire is 08/18/2017. According to staff sign in, S19 worked on premises starting on 08/21/2017. S19 had receipt that indicated fingerprints were submitted on 08/18/2017. S19 completed a waiver form on 08/18/2017. S1 signed the waiver on 08/22/2017.
- S20's date of hire is 09/01/2017. According to staff sign in, S20 worked on premises starting on 09/06/2017. S20's satisfactory CBC was received on 09/09/2017.
- S21's date of hire is 02/01/2017. According to staff sign in, S21 worked on premises starting on 02/06/2017. S21 does not have a current satisfactory CBC on file. S21 does not have a waiver signed and dates in her personnel file, but does have a receipt indicating fingerprints were submitted on

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01/30/2017.

According to staff sign in log and S1's statement, all staff listed above have been continuously working at the center since their date of hire.

### 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:

1715-A.5 Based on record review:

Provider failed to have documentation of a completed state central registry disclosure form (SCR1) prior to an individual being present in or providing services to the center on site and available for review at the center(1705.A). Four of 25 staff, S6, S9, S19 and S20 failed to have documentation of the completed form prior to being on premises as verified by staff attendance logs.

- S6's date of hire is 07/28/2017. According to staff sign in, S6 worked on premises starting on 08/07/2017. S6 completed a SCR1 form on 08/10/2017.
- S9's date of hire is 05/15/2017. According to staff sign in, S9 worked on premises starting on 05/15/2017. S9 completed a SCR1 form on 08/15/2017.
- S19's date of hire is 08/18/2017. According to staff sign in, S19 worked on premises starting on 08/21/2017. S19 completed a SCR1 form on 09/13/2017.
- S20's date of hire is 09/01/2017. According to staff sign in, S20 worked on premises starting on 09/06/2017. S20 completed a SCR1 form on 09/07/2017.

### 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 fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the 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:

1717-A Based on record review: Provider 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. O1, O2 and O3.

Provider did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor O1, O2 and O3 prior to the previous CBC expiring.

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

Not Met

1725-A.-E.: 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.-E. Based on record review:

The staff person, C3, administered medication on 06/26/2017 and did not have current documentation of training in medication administration completed with an approved Child Care Health Consultant. Training is required every two years for staff to administer medication.

### 1901-Q: The Safety Box

Not Met

1901-Q: The center shall post a copy of the current The Safety Box newsletter issued by the Louisiana Office of the Attorney General and shall immediately remove from the early learning premises any items listed as recalled.

#### Finding:

1901-Q Based on observations/record review: The Provider did not post the current 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General.

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### 1915-B.&C: Health Services - Parental Notification

Not Met

1915-B.&C:

B. Reporting. Incidents, injuries, accidents, illnesses, and unusual behavior shall be documented and reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence.

C. Immediate Notification. The parent shall be immediately notified in the following circumstances:

1. blood not contained in an adhesive strip;
2. head or neck or eye injury;
3. human bite that breaks the skin;
4. animal bite;
5. impaled object;
6. broken or dislodged teeth;
7. allergic reaction skin changes (e.g. rash, spots, swelling, etc.);
8. unusual breathing;
9. symptoms of dehydration;
10. temperature reading over 101° oral, 102° rectal, or 100° axillary; or
11. injury or illness requiring professional medical attention.

#### Finding:

1915 B & C Based on record review: There was no documentation of immediate notification to the parent when all head injuries occurred to children. There was no documentation of an accident/injury report for the following for the child that was bitten:

- On 08/09/2017, C1 bit a child on the arm
- On 08/11/201, C1 bit a child on the arm

### 1919-H: Infants Held While Bottle Fed

Not Met

1919-H: Infants that cannot hold a bottle shall be held while being bottle-fed. A child shall not be placed lying down on a mat or otherwise with a bottle, sippy cup, etc. A bottle shall not be propped at any time.

#### Finding:

1919-H Based on observations:

On 09/14/2017, Specialist observed an infant was not held while being bottle-fed.

### 1921-C: Evacuation Pack

Not Met

1921-C: 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 record review/observations: Based on observations, the provider failed to have a completed evacuation pack. The provider failed to have the following: a list of emergency contact information and emergency medical authorization for all enrolled children.

### 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 record review:

The Provider did not maintain a record of all non-vehicular excursion activities. On 09/14/2017, Specialist observed S10, S11, S12, S13, S14 and S15 taking 25 two year old children along the sidewalk of the street to an enclosed park. Staff had no documentation of the non-vehicular excursion.