

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:

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:

5305.D. The Provider lacked documentation of a current annual inspection and approval from the Office of Public Health, Sanitarian Services.
* On his last report dated 8/22/07, the Health Inspector did not indicate his recommendation for licensing.

5306-F: Discipline

Not Met

5306.F. The provider shall establish a policy in regard to methods of discipline. Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited. This written posted policy shall clearly state ALL types of positive discipline that are used and that the following methods of discipline are prohibited:

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.
- Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves
- No child or group of children shall be allowed to discipline another child.
- When a child is removed from the group for disciplinary reasons, he shall never be out of sight of a staff member.
- No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

Finding:

5306.F. Neither the center's posted discipline policy nor the revised parent's handbook for the 2007 - 2008 school year clearly stated ALL types of positive discipline that are used and all methods of discipline that are prohibited.

* The specifics of what would be used was not listed.

5306-H: Complaint Procedure

Not Met

5306.H. Parents shall be advised of the licensing authority of the Bureau along with the current telephone number and address. Parents shall also be advised that they may call or write the Bureau should they have significant, unresolved licensing complaints. This written policy as well as the current telephone number and address of the Bureau shall be posted.

Finding:

5306.H. Center's revised parent's handbook for the 2007 - 2008 school year did not include a written policy to include the current telephone phone number and address of the Bureau and a statement advising parents of the licensing authority of the Bureau and that parents may call or write the Bureau should they have significant, unresolved licensing complaints. Child Care Licensing and Regulatory Section, P.O. Box 3078, Baton Rouge, LA 70821 (225) 342- 9905.

Statement of Deficiencies

5306-I: Open Door Policy

Not Met

5306.I. Parents shall be informed that they are welcome to visit the center anytime during regular hours of operation as long as their child is enrolled. This written policy shall be posted.

Finding:

5306.I. Center's revised parent's handbook for the 2007 - 2008 school year did not include a written policy advising parents that they may visit the center anytime during regular hours of operation as long as their child is enrolled.

5306-J: Non-Discrimination Policy

Not Met

5306.J. Discrimination by child care providers on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry or whether the child is being breastfed is prohibited. This written policy shall be posted.

Finding:

5306.J. Center's revised parent's handbook for the 2007 - 2008 school year did not include a written posted policy that states that discrimination on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry, or whether the child is being breastfed is prohibited.

5307-A.3: Third Party Release

Not Met

5307.A.3. A record shall be maintained on each child to include signed agreements between the provider and the parent for each child giving permission to release the child to a third party listed by the parent including any other child care facilities or transportation services. A child shall never be released to anyone unless authorized in writing by the parent.

Finding:

5307.A.3. None of the children's records reviewed included a signed agreement between the provider and the parent giving permission to release the child to a third party listed by the parent including the non-custodial parent, or any other child care facilities, transportation services.

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:

5311.A.1. The Provider did not have an application/staff information form for 3 of 6 staff.

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:

5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for 3 of 3 newly hired staff.

Statement of Deficiencies

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:

5311.A.4. Health records to include documentation of good health, signed by a physician or designee were not available for 3 of 6 staff.

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:

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for 3 of 6 staff. Documentation of submission was not available.

5311-B.1: Criminal Record Check-Extracurricular

Not Met

5311.B.1. The following information shall be kept on file for therapeutic professionals and extracurricular personnel, e.g. computer instructor, dance instructor, librarian, tumble bus personnel, etc.: documentation of a satisfactory criminal record check, as required by R.S.15:587.1. Provider shall request this clearance prior to individual being present in the center. No individual 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 in a Class 'A' child care center. Note: Individuals employed by the school system may have on file at the center, a letter from school system administrative staff documenting that a criminal record clearance has been completed through Louisiana State Police.

Finding:

5311.B.1. The Provider did not have documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, for extracurricular personnel: librarian. Documentation of submission was not available prior to the individual being present in the center.

Statement of Deficiencies

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:

5312.A. Provider lacked documentation that 3 of 3 newly hired staff received orientation and supervised working with children within one week of employment and prior to having sole responsibility for a group of children.

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:

5312.C. Documentation of the annual review of orientation topics for staff was incomplete. It did not cover all of the required topics:

- * emergency and evacuation plan
- * supervision of children
- * discipline policy
- * 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.

Statement of Deficiencies

5321-K: Incidents and Accidents

Not Met

5321.K. Incidents, injuries and accidents shall be documented. Documentation shall include name of child, date and time of incident, location where incident took place, description of how incident occurred, part of body involved, and actions taken. Documentation of all incidents/injuries/accidents shall include time of parental notification and signature of person notifying the parent. The parent or designated person shall be notified immediately in the following situations:

- blood not contained in an adhesive strip;
- head injury;
- human bite which breaks the skin;
- any animal bite;
- an impaled object;
- broken or dislodged teeth; or
- any injury requiring professional medical attention.

Finding:

5321.K. The provider's documentation of incidents of injuries and accidents was incomplete as the following was not noted:

- * time injury occurred
- * time the parent or designated person was notified
- * name of person contacted.

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:

5327.H. Strings and cords were within reach of children as evidenced by:

- * observed A/C electrical cord hanging within reach of the children in Class Room #1.

5327-L: Clean of Hazards

Not Met

5327.L. The center and yard shall be clean and free from hazards.

Finding:

5327.L. The center and yard were not clean and free of hazards as evidenced by:

- * observed batte insulation hanging from the ceiling in Class Room #1. The ceiling tile fell out of the ceiling during Hurricane Humberto.