

Statement of Deficiencies

5305-E: State Fire Marshal

Not Met

5305.E. The provider shall have documentation of yearly safety inspection and current approval from the Office of State Fire Marshal.

Finding:

7305.E.(OLD TAG 5305.E) The Provider lacked documentation of a current annual fire safety inspection and approval from the Office of State Fire Marshal.

5305-H: Children's Daily Attendance

Not Met

5305.H. A daily attendance record for children, completed by the parent or center staff, including the time of arrival and departure of each child and the name of the person to whom the child was released, shall be maintained. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out. A computerized sign in/out procedure is acceptable if the record accurately reflects the time of arrival and departure as well as the name of the person to whom the child was released.

Finding:

7305.H.(OLD TAG 5305.H) The daily attendance log for children did not include name of the child, the time of arrival--3 TIMES, and departure of each child--7 TIMES, and the name of the person to whom the child was released--1 TIME. 1 WEEK OF ATTENDANCE WAS REVIEWED.

5307-A.1: Mastercard

Not Met

5307.A.1. A record shall be maintained on each child to include child's information form (mastercard) listing the child's name, birth date, sex, date of admission, name and phone number of child's physician and dentist, dietary restrictions, and allergies; signed and dated by the parent.

Finding:

7307.A.1.(OLD TAG 5307.A. [10] of [10] children's records reviewed did not contain a Child's Information Form (MasterCard).

5307-A.2: Emergency Medical Treatment

Not Met

5307.A.2. A record shall be maintained on each child to include parental authorization to secure emergency medical treatment.

Finding:

7307.A.2. (OLD TAG 5307.A.2) [10] of [10] children's records reviewed did not contain parental authorization to secure emergency medical treatment.

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:

7307.A.3.(OLD TAG 5307.A.3) [10] of [10] children's records reviewed did not contain 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 the non-custodial parent, or any other child care facilities, transportation services.

Statement of Deficiencies

5309-B: Staff in Charge

Not Met

5309.B. When the director or director designee is not on the premises due to a temporary absence, there shall be an individual appointed as staff-in-charge who is at least 21 years of age. This staff shall be given the authority to respond to emergencies, inspections/inspectors, parental concerns, and have access to all required information.

Finding:

7309.B.(OLD TAG 5309.B) When the Director or director designee is not on the premises due to temporary absence, there was not an individual at least 21 years of age appointed as Staff-in-Charge who is given the authority to respond to emergencies, inspections/inspectors, and parental concerns and have access to all required information. STAFF STATED THAT THEY REPORT DIRECTLY TO THE PRINCIPAL OF THE ELEMENTARY SCHOOL WHEN THE DIRECTOR IS OUT.

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.(OLD TAG 5311.A.2) Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for staff: 4 OF 7 STAFF.

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.(OLD TAG 5311.A.3) The Provider lacked a job description for every position at the center for staff: 4 OF 7 STAFF.

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.(OLD TAG 5311.A.4) Health records to include documentation of good health, signed by a physician or designee were not available for staff: 3 OF 7 STAFF.

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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.(OLD TAG 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 7 STAFF. PROVIDER FAILED TO HAVE DOCUMENTATION OF A CRIMINAL RECORD CLEARANCE FOR 1 OF 7 STAFF. NO DOCUMENTATION OF SUBMISSION WAS AVAILABLE. STAFF SHALL NOT BE PRESENT IN THE CENTER UNTIL DOCUMENTATION OF A CRIMINAL RECORD CLEARANCE HAS BEEN 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.(OLD TAG 5312.A) Provider lacked documentation that [1] of [7] staff received orientation 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:

7312.C.(OLD TAG 5312.C) Provider lacked documentation that staff, [1 OF 7], have annually reviewed training topics.

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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.(OLD TAG 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 [7] staff had documentation of this certification.

5312-E.2: CPR - Building

Not Met

5312.E.2. Centers with multiple buildings or floors, however, shall have at least one currently certified staff in approved infant/child/adult CPR in each building and on each floor of the center.

Finding:

57312.E.2.(OLD TAG 5312.E.2) The Provider has multiple buildings and there was not at least one staff in each building of the center with documentation of current approved Infant/Child/Adult certification in CPR. NO STAFF HAD DOCUMENTATION OF THIS CERTIFICATION.

5312-E.3: PFA

Not Met

5312.E.3. A minimum of at least 50 percent of all staff on the premises and accessible to children shall have documentation of current pediatric first aid certification. Original cards shall be made available upon request. This certification shall be approved by the Department of Social Services prior to acceptance.

Finding:

7312.E.3.(OLD TAG 5312.E.3) The Provider did not have documentation that at least 50 percent of the staff on the premises and accessible to children at all times has current approved Pediatric First Aid training. [3] of [7] staff had documentation of this certification.

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5315-A: Child-to-Staff Ratio

Not Met

5315.A. Child/staff ratios are established to ensure the safety of all children. Only those staff members directly involved in child care and supervision shall be considered in assessing child/staff ratio. Child/staff ratios shall be met at all times as the number of children supervised by one staff person shall not exceed the ratios as indicated below; however, there shall always be a minimum of two child care staff present during hours of operation when children are present:

Ages of Children	Child/Staff Ratio
Infants under 12 months	5:1
One year old	7:1
Two year old	11:1
Three year old	13:1
Four year old	15:1
Five year old	19:1
Six year old and up	23:1

An average of the child/staff ratio may be applied to mixed groups of children ages two, three, four, and five. Ratios for children under two or over five years old are excluded from averaging. When a mixed group includes children less than two years of age, the age of the youngest child determines the ratio for the group to which the youngest child is assigned. When a mixed group includes children both older and younger than six years old and older, the ages of the children less than six determine the ratio for the group. During naptime, required staffing shall be present in the center to satisfy child/staff ratios.

Finding:

7315.A.(OLD TAG 5315.A) The Provider did not meet the required child to staff ratio for children of the following ages:
[14] children age [3] with 1 staff. The required ratio for children age Three years is 13 per 1 staff.
THE AIDE FROM THIS CLASSROOM ARRIVED IN THE ROOM ABOUT 15 MINUTES AFTER SPECIALIST.
Others on the premises meeting ratio as follows:
[15] children age [3-4] with 1 staff.

5317-A: Direct Supervision

Not Met

5317.A. Children shall be under direct supervision at all times including naptime. Children shall never be left alone in any room or outdoors without a staff present. Children, excluding infants, may be grouped together at naptime with one staff supervising the children sleeping. All children sleeping shall be in the sight of the naptime worker.

Finding:

7317.A.(OLD TAG 5317.A) Children were not under direct supervision at all times as WHEN SPECIALIST ARRIVED IN CLASSROOM #1, THERE WAS A CHILD SITTING RIGHT INSIDE OF THE DOOR WHILE THE REST OF THE CHILDREN WERE SITTING TOGETHER IN THE ROOM. THIS CHILD WAS BLOCKED FROM THE VIEW OF BOTH TEACHERS BY A BOOKSHELF.

5321-A: Medication Training

Not Met

5321.A. A provider that gives medication assumes additional responsibility and liability for the safety of the children. Effective January 1, 2005, the staff person(s) administering medication shall be trained in medication administration. The training shall be obtained every two years.

Finding:

7321.A.(OLD TAG 5321.A) SPECIALIST COULD FIND NO DOCUMENTATION THAT MEDICATION HAD BEEN ADMINISTERED, BUT SOME HAD BEEN LOGGED IN AS RECEIVED THIS SCHOOL YEAR AND SPECIALIST COULD NOT FIND DOCUMENTATION THAT ANY OF THE STAFF HAD MEDICATION TRAINING.

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5321-B: Medication Authorizations

Not Met

5321.B. No medication of any type, prescription, non-prescription, special medical procedure shall be administered by center staff unless authorized in writing by the parent. Authorization shall include:

- child's name;
- name of the medication;
- date(s) to be administered;
- dosage;
- time to be administered;
- special instructions, if applicable;
- side effects;
- signature of parent and date of signature; and
- circumstances for administering as needed medication.

Finding:

7321.B.(OLD TAG 5321.B) The provider did not obtain written authorization from the parent to administer medication to a child as THERE IS A CHILD WITH AN INHALER AND SPECIALIST COULD FIND NO AUTHORIZATION FROM THE PARENT.

5321-G: Medication Administration Record

Not Met

5321.G. Medication administration records shall be maintained verifying that the medication was given according to parent's authorization, which includes:

- date;
- time;
- dosage administered;
- signature (not initials) of the staff member who gave the medication; and
- phone contact (date and time) with the parent prior to giving as needed medication.

Finding:

7321.G. (OLD TAG 5321.G) The provider did not maintain medication administration records verifying medication was given according to the parent's authorization. SPECIALIST COULD NOT DETERMINE IF MEDICATION WAS GIVEN ACCORDING TO THE PARENTS AUTHORIZATION BECAUSE THERE WAS NO PARENTAL AUTHORIZATION ON FILE.

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.(OLD TAG 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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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:

7321.K.(OLD TAG 5321.K) The provider did not have documentation of incidents of injuries and accidents. STAFF STATED THAT NOTHING HAD OCCURRED THIS SCHOOL YEAR AND SPECIALIST COULD NOT LOCATE ANY REPORTS FROM LAST SCHOOL YEAR.

5321-L: Illnesses and Unusual Behavior

Not Met

5321.L. Documentation of illnesses and/or unusual behavior shall be maintained. Documentation shall include child's name, type/description of illness or unusual behavior, date and time of onset and actions taken, time of parental notification and signature of person notifying the parent. The parent or designated person shall be notified immediately in the following situations:

- allergic reaction;
- skin changes e.g. rash, spots, swelling, etc.;
- unusual breathing;
- dehydration;
- any temperature reading over 101 oral, 102 rectal, or 100 axillary; or
- any illness requiring professional medical attention.

Finding:

7321.L.(OLD TAG 5321.L) The Provider did not maintain documentation of ANY that occurred in the center. THESE REPORTS COULD NOT BE LOCATED.

5327-A: Locked Harmful Substances and Equipment

Not Met

5327.A. Prescription and over-the-counter medications, poisons, cleaning supplies, harmful chemicals, equipment, tools and any substance with a warning label stating it is harmful or that it should be kept out of the reach of children, shall be locked away from and inaccessible to children. Whether a cabinet or an entire room, the storage area shall be locked.

Finding:

7327.A.(OLD TAG 5327.A) Prescription and over-the counter medications, poisons, cleaning supplies, harmful chemicals, equipment, tools, and any substance with a warning label stating it is harmful to or that it should be kept out of the reach of children were not locked away from children as evidenced by UNLOCKED CABINET IN ROOM #2 THAT CONTAINED BLEACH, LYSOL, CLOROX AND OTHER VARIOUS CLEANERS. ALL HAD LABELS THAT READ 'KEEP OUT OF REACH OF CHILDREN'
-BOTTLE OF CLOROX WIPES OUT ON DESK IN ROOM #2.

5327-G: Electrical Plug Covers

Not Met

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

Finding:

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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. (OLD TAG 5327.H) Strings and cords were within reach of children as THERE WAS A TELEVISION CORD HANGING AND AN AQUARIUM CORD THAT WERE BOTH ACCESSIBLE TO CHILDREN IN ROOM #2.
