

## Statement of Deficiencies

### 1707-A.1&2: Required Staffing - Director/ Director Designee

Not Met

1707-A.1&2: Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the day time hours of operation (prior to 9:00 p.m.).
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

#### Finding:

1707-A.1: Based on record review on 10/4/17 the center did not have a qualified Director or director designee who is an on-site full time staff person at the center during the day time hours of operation (prior to 9:00 p.m.) and responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met as evidenced by S11,S14 and S16 are listed as the directors or director designees for the center and S11, S14, nor S16 are at the center a minimum or 32 hours a week according to the staff attendance log.

### 1703.B: Visitors - CBC/Accompanied

Not Met

1703.B: An early learning center shall obtain documentation of a satisfactory fingerprint based CBC for each visitor or independent contractor of any kind, prior to the person being present at the center or performing services for the center UNLESS the visitor or independent contractor WILL BE accompanied at all times while on the center premises by an adult, paid, staff member who is not being counted in child to staff ratios, and the center shall have copies of said documentation on-site at all times and available for inspection upon request by the Licensing Division.

1. Documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied a visitor or independent contractor at all times while the visitor or contractor was on the center premises shall include the date, arrival and departure time of the visitor or contractor, language stating that the visit or 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:

1703.B Based on record review on 10/4/17 O17 was on the premises on 7/28 for pest control. O19 was on the premises on 6/20 and 6/21 and O21 was on the premises on 6/13 both for alarm services. The center does not have a current CBC on file for O17,O19 or O21. According to the visitor sign in log there is no documentation that O17, O19, nor O21 were accompanied by an adult staff member not otherwise counted in the child to staff ratio while on the premises at all times.

### 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 on 10/4/17, according to the visitor sign-in log O6, O7, O11, O21 and O22 were on the premises of the center and did not have documentation of a current CBC on file, nor was there documentation that either were accompanied by a staff person not counted in the child staff ratio at all times. O6, O7, O11, O21, and O22 did not have an independent contractor information record on file that includes name, address, phone number and list of duties performed in the center. O6 was present on 9/28/17 and O7 was present on 9/28/17 both for class observation. O11 was present on 2/13 and 3/20 for class observation and to see a student. O21 was present on 6/29 and O22 was present 8/22 for speech-language. O5, O10 and O18 has a current CBC on file but does not have an independent contractor information record that includes name, address, phone number, and list of duties performed in the center.

### 1717-B: Student Trainees - Records

Not Met

1717-B: Student Trainees. The following information shall be maintained for all student trainees:

1. an application or information form with the student's name, date of birth, address and telephone number, name of the educational center and course instructor, and a job description that includes duties to be performed.

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### Finding:

1717-B Based on record review on 10/4/17 the center did not have an application or information form for O9 which included her name, date of birth, address, telephone number, name of educational center and course instructor and job description that includes a list of duties performed in the center. O9 was present on 2/9, 2/14, 2/16, 3/2, 3/7, 3/9, 3/14, 3/16, 3/21, 3/23, 4/4, 4/6, 4/11, and 4/13.

### 1723-A.&B.: CPR Certification

**Not Met**

1723-A.&B.: A - Infant and child CPR - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in infant and child CPR.

B - Adult CPR - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in adult CPR.

### Finding:

1723-A.&B.: Based on record review on 10/4/17 the center did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children or at least four staff on the premises and accessible to children, whichever is less, have current certification in infant and child CPR. 2 of 6 staff had documentation of this certification.

### 1723-C.-D.: Pediatric First Aid

**Not Met**

1723-C.-D.:

C. Pediatric First Aid - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in Pediatric First Aid.

D. Certification - A copy of the certification for each such staff member shall be on-site at all times and available for inspection by the Licensing Division.

### Finding:

1723-C.-D. Based on record review on 10/4/17 the center did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children or at least four staff on the premises and accessible to children, whichever is less, have current certification in Pediatric First Aid. 2 of 6 staff had documentation of this certification.

### 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 on 10/4/17 the center did not post the current 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General. The safety box posted was dated for 2014/2015.

### 1921-E: Tornado Drills

**Not Met**

1921-E: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

### Finding:

1921-E Based on record review on 10/4/17 the center did not have documentation of tornado drills that were conducted at least once per month during the months of May. Completed tornado drills were conducted on 3/31/17, 4/27/17, 6/1/17 and 6/27/17. the center's documentation of Tornado drills was incomplete as the following was not noted for the month of March: number of children present, amount of time to evacuate the center, and any problems noted during drill and corrections. Date of tornado drill was 3/31/17.