

Statement of Deficiencies

5303.C.4: Notification of Changes

Not Met

5303.C.4. The Bureau shall be notified prior to making changes which may have an effect upon the license, e.g., age range of children served, usage of indoor and outdoor space, director, hours/months/days of operation, transportation, etc.

Finding:

7303.C.4 (OLD TAG 5303.C.4). The Director did not notify the Bureau prior to making changes that had an effect on the license as A LARGE CLASSROOM WAS DIVIDED INTO 2 CLASSROOMS WITH SHELVEING WITHOUT NOTIFYING LICENSING OF THE CHANGE IN NUMBER OF CLASSROOM.

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:

7305.B (OLD TAG 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-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 center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 16 children were present and 15 children were signed in on the log.

5305-I: Staff Attendance

Not Met

5305.I. A daily attendance record for staff, including the director/owner, to include the time of arrival and departure shall be maintained. Staff shall document in/out when not on the child care premises. This record shall accurately reflect persons on the child care premises at any given time.

Finding:

7305.I (OLD TAG 5305.I). The center's staff daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by UPON ARRIVAL OF SPECIALIST, 4 STAFF WERE PRESENT IN CENTER, WITH ONLY 3 STAFF SIGNED IN. OF THE 4 STAFF ORIGINALLY SIGNED IN, 1 STAFF HAD ALREADY LEFT FOR THE DAY BECAUSE HE WORKS FOR 1 HOUR IN THE AM, BUT THE STAFF ATTENDANCE LOG ONLY SHOWED HE SIGNED IN, NOT SIGNED OUT.

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.1). 6 of 13 children's records reviewed lacked the required information on the Child's Information Form (MasterCard) as the following information was omitted NAMES AND/OR PHONE NUMBERS OF DOCTOR AND/OR DENTIST.

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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. 1 of 13 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 designed 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.) 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 AS: A CHILD IS PUT ON THE BUS BY CENTER IN THE MORNING, HOWEVER THE CENTER DID NOT HAVE WRITTEN DOCUMENTATION OF PARENTAL PERMISSION ON FILE.

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:

7311.A.1 (OLD TAG 5311.A.1.) The Provider did not have an application/staff information form for staff: DOH: 8/30/08

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: DOH: 8/30/08, 10/7/08 AND 10/8/08

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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. DOH: 5/15/08, 8/30/08

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 3 OF 10 STAFF. NO STAFF SHALL BE PRESENT IN CENTER WITHOUT DOCUMENTATION OF CRIMINAL CLEARANCE FROM LA STATE POLICE. DOH: 8/30/08, 10/7/08 AND 10/8/08

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 3 of 10 staff, DOH: 8/30/08, 10/8/08 AND 10/8/08, received orientation within one week of employment and prior to having sole responsibility for a group of children.

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. FROM 4-6 PM, 2 of 5 staff had documentation of this certification.

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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:

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. FROM 4-6 PM, 2 of 5 staff had documentation of this certification.

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:
9 children age 1-3 with 1 staff. The required ratio for children age One year is 7 children per 1 staff.
(3 @ 1YR, 2 @ 2 YRS AND 4 @ 3YRS
Others on the premises meeting ratio as follows:
2 children age 0 with 1 staff.
5 children age 1 with 2 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:

5317.A. At naptime, children grouped together for sleeping were not within the sight of the naptime worker as 2 CHILDREN WERE SLEEPING IN THE CLASSROOM LICENSED FOR 3 CHILDREN WITH NO STAFF PRESENT IN THE ROOM. THE STAFF IN THE ADJOINING CLASSROOM WERE NOT DIRECTLY SUPERVISING CHILDREN AS THEY WERE SITTING AWAY FROM THE 2 CLASSES ADJOINING.

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5319-A: Well Balanced and Nourishing Meals

Not Met

5319.A. Well balanced and nourishing meals and snacks shall be provided as specified under the Child and Adult Care Food Program of the United States Department of Agriculture.

Finding:

7319.A (OLD TAG 5319.A.) Well-balanced and nourishing meals and snacks as specified under the Child Care Food Program of the United States Department of Agriculture were not provided as GRITS AND MILK was served for BREAKFAST. A FRUIT OR VEGETABLE was needed to meet the requirements.

5319-D: Posted Menu

Not Met

5319.D. Current weekly menus for meals and snacks listing specific food items served shall be prominently posted. Menu substitutions shall be recorded on or near the posted menu.

Finding:

7319.D (OLD TAG 5319.D.) Menu substitutions were not recorded on or near the posted menu as GRITS AND MILK WAS SERVED FOR BREAKFAST AND THE MENU LISTED MILK, BISCUITS AND PINEAPPLE.

5319-L: Appropriate Feeding Equipment

Not Met

5319.L. Developmentally appropriate equipment shall be used at mealtimes, such as feeding tables, highchairs, etc.

Finding:

7319.L (OLD TAG 5319.L.) Developmentally appropriate equipment such as feeding tables, highchairs, etc. was not used at mealtimes. Specialist observed 1 YEAR OLD CHILDREN SITTING ON THE FLOOR AND BEING FED BREAKFAST BY THE STAFF.

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.) The staff person, DOH: 9/7/07, administering medication did not have documentation of training in medication administration. STAFF ADMINISTERED MEDICATION ON 10/2/08 AND 10/3/08 TO A CHILD IN THE INFANT CLASSROOM.

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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 written authorization from the parent to administer ALLEGRA ON 8/14/08 to a child was incomplete as it lacked the following information: SIDE EFFECTS/ ANTICIPATED REACTIONS.

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 not document observations noted on children upon arrival to the center. Results including an explanation from parent and/or child were not documented. ON 4/30/08, A CHILD ARRIVED AT CENTER WITH A SCRATCH UNDER HIS RIGHT EYE. THERE WAS NO DOCUMENTATION OF EXPLANATION FROM PARENT. ON 7/14/08, A CHILD ARRIVED AT CENTER WITH A DARK BRUISE ON THE RIGHT SIDE OF FOREHEAD. NO DOCUMENTATION OF EXPLANATION WAS VIEWED.

5323-A.3: Indoor - Room Capacity

Not Met

5323.A.3. For indoor space, the number of children using a room shall be based on the 35 square feet per child requirement except for group activities such as film viewing, parties, dining and sleeping.

Finding:

7323.A.3 (OLD TAG 5323.A.3.) The number of children using a room was exceeded based on the 35 square feet per child requirement. The room can accommodate 8 children and AT 11:40 AM ON 10/8/08 THERE WERE 10 CHILDREN PRESENT IN ROOM

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 IN THE INFANT ROOM IT WAS OBSERVED THAT VASOLINE WAS LOCATED IN AN UNLOCKED CABINET ON CHANGING TABLE AND LYSOL SPRAY AND ODOR ELIMINATOR WERE LOCATED ON A SHELF AND NOT IN A LOCKED CABINET. KEEP OUT OF REACH OF CHILDREN WERE ON LABELS.

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5327-L: Clean of Hazards

Not Met

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

Finding:

7327.L (OLD TAG 5327.L.) The YARD WAS NOT free of hazards as MULCH STICKS WERE OBSERVED IN THE SOFT SURFACE AREA. THESE STICKS HAD JAGGED EDGES THAT COULD POSSIBLY HARM A CHILD AND COULD RECEIVE SPLINTERS.
