

## Statement of Deficiencies

### 1507-C: Daily Attendance Records - Independent Contractors

Not Met

1507-C: A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name, date of visit, arrival and departure times, and purpose of the visit.

#### Finding:

1507-C Based on record review on 10/08/18, daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors was maintained as O5 was present on 07/25/18, O5 signed in but did not sign out, O2 and O3 were present on 09/24/18, O2 and O3 signed in but did not sign out.

### 1515.A.1: Child Records and Cumulative Files

Not Met

1515.A.1: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
  - a. name of child, date of birth, sex, date of admission;
  - b. name of parents and the home address of both child and parents;
  - c. phone numbers where parents may be reached while child is in care;
  - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
  - e. name and telephone number of child's physician, if applicable;
  - f. name and telephone number of the child's dentist, if applicable;
  - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;

#### Finding:

1515.A.1 Based on interview(s)/record review on 10/08/18, 1 of 16 children's records reviewed did not contain a Child's Information Form. Per the field trip record dated per the field trip record dated 06/12/18, C16 attended a field trip to the movies, S2 stated that C16 was a foster child so they didn't have any paperwork.

### 1515-A.2: Emergency Medical Treatment

Not Met

1515-A.2: Written authorization signed and dated by the parent to secure emergency medical treatment;

#### Finding:

1515-A.2 Based on interview(s)/record review 1 (C16) of 16 Children's records lacked a signed and dated parental authorization to secure emergency medical treatment. S2 could not provide this authorization for C16.

### 1515-A.3: Releasing of Children

Not Met

1515-A.3: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

#### Finding:

1515-A.3 Based on interview(s)/record review on 10/08/18, S1 did not have written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center. During the inspection on 10/08/18, S2 provided a binder with children's records, the binder failed to include a record for C16. S2 stated that C16 didn't have a record because he was a foster child.

### 1711-H: Rest Time - Minimum Child to Staff Ratio

Not Met

1711-H: Rest Time - Minimum Child to Staff Ratios

1. Sufficient staffing needed to satisfy child to staff ratios shall be present on the premises during rest time and available to assist as needed.
2. Children ages one and older may be grouped together at rest time with one staff member in each room supervising the resting children.

#### Finding:

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1711-H Based on observations on 10/10/18, S1 did not have the required staffing present in the building during rest time to satisfy child/staff ratio as evidenced by 17 children, age 2-3 years old present with 1 staff (S1). The required ratio for a combined group of children under age 2-3 years is 12 children per 1 staff person. One additional staff was needed on the premise to meet ratio in this room.

Per the staff daily attendance record S1 and S12 were the only staff present from 12:16 pm to 1:00 pm.

S12 was observed to be supervising six children ages 6-12 months. The required ratio for children under age 1 year is 5 children per 1 staff person. One additional staff was needed to meet ratio in this room.

### 1711.L: Water Activities - Minimum Child to Staff Ratios

Not Met

1711.L: Water Activities - Minimum Child to Staff Ratios.

1. A minimum of two staff shall be present when children are engaged in water activities.
2. The following minimum child to staff ratios apply when children are engaged in water activities, excluding water play activities, unless the children are participating in swimming lessons with a certified water safety instructor:

Ages of Children	Ratio
Three years	20:2
Four years	25:2
Five years and up	30:2

#### Finding:

1711.L Based on record review on 10/08/18, S1 did not have at a minimum of 2 child care staff present when children are engaged in water activities with children (C3, C7, C11, and C12) age 7-8.

### 1807-C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807-C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807-C. Based on interview(s)/record review 10/08/18, A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each ~-visitor, independent contractor~, prior to the person being present at the center or performing services as evidence by: on 06/27/18 and 07/25/18 O7 was present, on 07/18/18 O5 was present, on 07/19/18 O6 was present, and on 09/24/18 O2 and O3 were present. S1 stated that she requested CCCBC's for O2, O3, O5, O6, and O7 on 10/09/18, but was unable to get this documentation.

S1 did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied ~-visitor, independent contractor, O2, O3, O5, O6, and O7, at all times while on the center premises.

Documentation did not include the, language stating that were accompanied by the staff member at all times while on the premises, signature of the contractor, signature of the staff member.

### 1911-G: Pacifier Attached

Not Met

1911-G: Pacifiers attached to strings or ribbons shall not be placed around the neck or attached to the clothing of a child.

#### Finding:

1911-G Based on observations on 10/10/18, 3 children between the ages of 6-12 months of age were observed with pacifiers attached to their clothing.

### 1913-A: Water Activity / Water Play Authorization

Not Met

1913-A: The center shall obtain written parental authorization for a child to participate in any water activities or water play activities as those activities are defined in §103.

#### Finding:

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1913-A Based on record review/interview(s) on 10/08/18, In 3 of 4 children's files reviewed, S1's authorization for water activities was incomplete as the following information was omitted: for the authorization for C3 the location of water activity and the date, for the authorization for C7 the type of activity and the date, and for the authorization for C12 the type of activity and the date.

### 1913-E: Water Activities - Safety Procedure

Not Met

1913-E: The center shall have written procedures describing the method staff shall use to account for children and ensure their safety while engaged in water activities.

#### Finding:

1913-E Based on interview(s) on 10/10/18, S1 stated that the center does not have a written procedures describing the method staff shall use to account for children and ensure their safety while engaged in water activities.

### 1913-G: Water Activities - Supervision and CPR/PFA Certification

Not Met

1913-G: A center shall have at least two staff members who are responsible for supervising children in swimming or wading pools or in other water activities, whether on-site or off-site, who are certified in infant, child, and adult CPR and pediatric first aid and shall maintain documentation of such certification.

#### Finding:

1913-G Based on record review 10/08/18, For off-site swimming pool, the provider lacked documentation that at least two staff members who are responsible for supervising children are certified in Infant/Child/Adult CPR certification and Pediatric First Aid certification as there was only one staff (S1) documented as being present on a field trip taken on 07/27/18 to the Natchitoches City Pool.

### 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 on 10/08/18, S1 did not have documentation of immediate notification to the parent when the following occurred to a child: On 11/10/17 at 10:15 am, C13 was hit by another child resulting in a small knot on the left side of the forehead, there is no documentation of the date or time in which the parent was notified. Incident report shows that the report was signed on 11/10/17 at 4:30 pm.

On 11/20/17 at 10:20 am, C13 was running and full and bumped his head on the wall, there is no documentation of the date or time in which the parent was notified. The incident report shows that the report was signed but it does not include a date or a time.

On 03/07/18 at 3:00 pm, C14 was hit in the eye with a toy by another child, there is no documentation of the date or time in which the parent was notified. The incident report shows that the report was signed on 03/23/18 at 2:00 pm.

On 6/08/18 at 7:55 am, C15 fell and bumped his eye on the floor when he was trying to climb in a chair, there is no documentation of the date or time in which the parent was notified. The incident report shows that the report was signed on 06/08/18 at 3:50 pm.

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### 1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

#### Finding:

1921-A Based on record review 10/08/18, S1 failed to have a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that addresses the following procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care, specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs.

### 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 10/08/18, S1 did not have documentation of tornado drills that were conducted at least once per month during the months of April, May, and June. Tornado drills provided show tornado drills/fire drills. S2 stated that it was because both were performed on the same date. Review tornado drills/fire drills dated 04/16/18, 05/08/18, and 06/05/18 only shows that of drill was performed, the form does not show separate times to indicate when each drill was performed and a separate set of number of minutes to perform each drill.

### 2101-A.1: Transportation Arrangement Conforms to State Laws

Not Met

2101-A.1: Transportation arrangements shall conform to all state laws, as amended, including but not limited to those requiring the use of seat belts and child restraints.

#### Finding:

2101-A.1 Based on observations on 10/08/18, S1's transportation arrangements did not conform to state laws as the vehicle resignation was observed to be have expired in June 2018. Resignation was observed corrected on 10/10/18.

### 2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### Finding:

2103-F Based on interview(s) on 10/08/18, The Center's current Passenger transportation log provided to the center driver or attendant was incomplete

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as it did not include time child was released. Documents reviewed dated 08/13/18-08/17/18, 10/01/18-10/05/18, and 10/08/18-10/12/18.

Passenger transportation logs were requested on 10/10/18 for the morning transportation. S2 stated that she had not completed them as she was unaware that they needed to be completed right away. S2 was also requested to provide the passenger transportation logs for the second vehicle. S2 stated that all children were listed on the same sheet since they went to the same locations at the same time.

### 2105.A: Parental Authorization - Field Trip

**Not Met**

2105.A: The center shall obtain and maintain a signed parental authorization for each field trip.

#### Finding:

2105.A Based on record review on 10/08/18, The signed parental authorization for each Field Trip taken was incomplete, it did not include: 11 of 11 authorizations reviewed failed to include a date and time of each listed event.

In 2 of 11 children's files reviewed, S1 did not maintain a signed parental authorization for each field trip taken. C9 and C10, S12's children, did not have this authorization. S12 stated that she didn't think that her children needed an authorization since she works at the center.

### 2107.A.1-2: Visual Check of Vehicle

**Not Met**

2107.A.1-2: A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

1. A staff person shall physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the interior of the vehicle.
2. The staff member shall record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle.

#### Finding:

2107.A.1-2 Based on record review on 10/10/18, passenger transportation records provided for the week of 10/08/18-10/12/18 shows visual inspections documented prior to the completion such as visual inspection times for 10/10/18 show afternoon visual inspection being completed at 3:45 pm, record was reviewed at 1:30 pm. Records also shows that the morning and afternoon visual inspections have already been completed for 10/11/18 and 10/12/18.

### 2107-C: Daily Transportation Visual Vehicle Check

**Not Met**

2107-C: For daily transportation services, the vehicle shall have a visual passenger check made at the completion of each trip or route, prior to the staff member exiting the vehicle.

#### Finding:

2107-C Based on record review on 10/10/18 passenger logs provided for the week of 10/8/18-10/12/18 shows that on 10/01/18 there were 21 children transported from 1:30 pm to 3:30 pm, on 10/02/18 there were 20 children transported from 1:30 pm to 3:30 pm, on 10/03/18 there were 21 children transported from 1:30 pm to 3:30 pm, on 10/04/18 there were 20 children transported from 1:30 pm to 3:30 pm, on 10/05/18 there were 21 children transported from 1:45 pm to 3:30 pm, on 10/08/18 there were 20 children transported from 1:30 pm to 3:35 pm and on 10/09/18 there were 19 children transported from 1:45 pm to 3:30 pm.

S2 stated that all of the children do not ride at one time. Documentation does not show that the children exited the vehicle at separate times as the time the children exited was not documented. The time of each visual inspection is also not documented to show that the staff verified that all children off each route had exited the vehicle.