

## Statement of Deficiencies

### 1103-A-E: Critical Incidents and Required Notification

Not Met

1103-A-E: An early learning center shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:

1. death;
  2. serious injury or illness that required medical attention;
  3. reportable infectious diseases and conditions listed in LAC 51.II.105; and
  4. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.
- B. The parent shall be contacted immediately following any immediate notifications made under Subsection A.
- C. The Licensing Division and other appropriate agencies shall be notified via email within 24 hours of the incident.
- D. The Licensing Division shall be notified by written report within 24 hours of the incident or the next business day. This written notification shall be made on the Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form.
- E. Reporting deadlines may be adjusted in the event of a natural catastrophe and/or disaster, as determined by the Department.

#### Finding:

1103-A-E Based on record review: S1 failed to notify the Division of Licensing by written report within 24 hours of the incident or by the next business day of an incident that was reported on 10/2/2017 involving C1. Incident was reported to S3 by O1 on 10/2/2017 and a critical incident form was not completed and submitted to licensing until 10/9/2017 during licensing visit.

### 1507-A: Daily Attendance Records - Children

Not Met

1507-A: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

#### Finding:

1507-A Based on record review:

The daily attendance log for children did not include the time of departure of each child and the name of the person to whom the child was released as evidence by specialist review of daily attendance log in 1 of 6 classrooms. On 10/4/2017 S13 & S14 class attendance log did not contain the departure time not the signature to whom the child/children were released to for 2 of 7 children .

### 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: Provider did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center.

Provider did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor for 7 of 7 staff; O1, O2, O3, O4, O5, O6 & O7. O1's RTR expired 5/9/2017, specialist review of visitor log reflect O1 was on the premises on 8/2/17, 8/7/2017, 8/23/2017, 8/25/2017, 9/6/2017, 9/8/2017, 9/22/2017 & 9/27/2017. O2 did not have a RTR or CBC on file and attendance record reflect O2 was on the premises on 9/11/17, 9/18/17, 10/2/17 & 10/9/17. O3 did not have a RTR or CBC on file and attendance record reflect O3 was on the premises on 7/19/17, 8/22/17, 9/8/17, 9/12/17, 9/19/17 & 9/26/17. O4 did not have a RTR or CBC on file and attendance records reflect O4 was on the premises on 8/14/17 & 9/11/17. O5 RTR expired on 5/9/2017 and attendance record reflect O5 on the premises on 9/11/2017. Attendance record reflect O6 was on the premises on 9/21/2017 without a current RTR or CBC on file. Attendance record reflect O7 was on the premises on 4/13/17, 5/24/17 & 6/8/17 without a current RTR or CBC on file.

Provider did not have 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 for 7 of 7 independent contractors while present on the premises. Provider received current RTR for O1, O4 & O5 during licensing visit.

## Statement of Deficiencies

### 1915-A: Health Services - Observation

Not Met

1915-A: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

#### Finding:

1915-A Based on record review: Staff at the center did not document observations, when something is observed, noted on children upon arrival to the center. 3 of 6 classrooms did not have documentation of observations from 8/9/2017 to 10/6/2017. Results including an explanation from parent and/or child were not documented.

### 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: The provider failed to have a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that addresses the following any potential disaster related to the area in which the center is located, include procedures for sheltering in place, lock-down and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care, include specific procedures for handling infants through two year olds, specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchair. The Provider did not have the following system in place for: to account for all children, a system, and a back-up system, for contacting parents and authorized third party release caretakers, a system to reunite children and parents following an emergency.