

Statement of Deficiencies

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/observations: The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 25 children were present and 27 children were signed in on the log. On 10/17/18 Specialist observed 25 children in the center and 27 children signed in on the daily attendance log. S1 stated that one child left the center on a bus and another child was signed in twice.

1507-B: Daily Attendance Records - Staff and Owners

Not Met

1507-B: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

Finding:

1507-B Based on record review/observations: On 10/17/18, the center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by Specialist observed 5 staff present in the center but only 1 staff was signed in on the staff attendance records for 10/17/18. S1, S2, S5 and S6 were not signed in on today 10/17/18.

1509-A.12.: Monitoring Policy for Provisionally Employed Staff

Not Met

1509-A.12.: Monitoring policy for provisionally employed staff members:

- a. Each center shall develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes;
- b. The monitoring policy shall include all requirements for the monitoring of provisionally employed staff members set forth in §1811.D;
- c. The center shall post a copy of the policy in the center in a place visible to all parents and staff;
- d. The center shall provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

Finding:

1509-A.12. Based on record review/Interview: The center did not have written monitoring policy for provisionally employed staff with incomplete CCCBC-based determination of eligibility for child care purposes. On 10/17/18, Specialist observed S2 working in the center with a provisional status on her CCCBC. S1 did not implement a written policy and post the policy. S1 also did not provide copies of the policy to the parent/legal custodian of children enrolled or obtain a signed document from each that they received the policy.

1811-D.2-3: Provisional Employment for Staff Members of Early Learning Centers

Not Met

1811-D.2-3: 2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.

- a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
 - b. The center must designate a monitor for each provisionally-employed staff member present at the center.
 - c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
 - d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
 - e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
 - f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
 - g. At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
3. The center shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

Finding:

1811-D.2-3 Based on record review/interview: S1 failed to perform at least one visual observation of each designated provisionally-employed staff members, S2, every 30 minutes. S1 stated that she was not aware that she had to perform visual observations and document them every 30 minutes.

Statement of Deficiencies

S2 started working in the center on 10/17/18 at 6:30am. Specialist observed at 9:30am on 10/17/18 that S1 had not documented any visual observations from 6:30am-9:30am.

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: The Provider did not post 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General. The last posted Safety Box newsletter is dated Fall 2014/Winter 2015.

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: A pacifier that was attached to strings or ribbons was attached to the clothing of a child. S1 removed the attached ribbon from the child.
