

Statement of Deficiencies

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 daily attendance log for children did not include the name of the person to whom the child was released as specialist observed the usage of initials in the place of one's name and the notation of a first name only with no last name.

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 2 of 4 staff members failed to signed in for the day.

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 timely available for 2 staff. Both staff were hired on 8/1/08, but their health statements were dated more than 3 months prior to offer of employment/hire date, 1/10/08 and 1/25/08.

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 timely available for [2] of [8] staff. Documentation was available. One staff was hired on 8/1/08 and the clearance was received on 8/29/08 and the other staff was hired on 1/7/08 and the clearance was received on 3/29/08.

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5311-C.1: Staff Info Form - Student

Not Met

5311.C.1. The following information shall be kept on file at the center for each student trainee: an application and/or a staff information form with the following:

- name;
- date of birth; and
- address and telephone number.

Finding:

7311.C.1. (Old Tag 5311.C.1.) The Provider did not have an application/staff information form to include the name, date of birth, address and telephone number for each student trainee.

5311-C.2: Job Description - Student

Not Met

5311.C.2. The following information shall be kept on file at the center for each student trainee: job descriptions to include job duties to be performed and name of supervisor.

Finding:

7311.C.2. (Old Tag 5311.C.2.) The Provider did not have a job description to include job duties to be performed and name of the supervisor for each student trainee.

5312-B: Quarterly Training

Not Met

5312.B. The director shall conduct, at a minimum, one staff training session/meeting every three months. Documentation shall consist of the date of the training session, training topics, and signatures (not initials) of all staff in attendance.

Finding:

7312.B. (Old Tag 5312.B.) Provider lacked documentation that the director conducted one staff training session each three month quarter consisting of dated minutes of the training sessions including training topics and signatures (not initials) of staff in attendance. The quarterly training documentation only includes the full-time staff and has not included the part-time staff. Director noted this training recently was conducted in conjunction with the annual review; it was not treated as 2 separate requirements.

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:

7317.A. (Old Tag 5317.A.) At naptime, children grouped together for sleeping were not within the sight of the naptime worker as specialist observed the following: all children were grouped in the section to the right with 2 staff members supervising the children, however both staff members were located on the near side of the room (one sitting next to the children and the other leaning against a shelf) while children were scattered throughout the distance of the room; this includes 4 children who were not within their sight as center has 2-3 foot tall storage shelves (for toys and equipment) located throughout the room and these 4 children were lying on the other side of this equipment in a way where the staff could not see them.

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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.) The current weekly menu listing food items served for snacks was not prominently posted and it did not always denote the specific items served. Specialist observed the lunch menu posted by the center's door, a prominent place, but the snack menu was posted in the kitchen area, not a prominent location. Specialist also observed snacks served were not always listed specifically as juice and cereal noted as served, but not the specific kinds.

5321-L: Illnesses and Unusual Behavior

Not Met

5321.L. Documentation of illnesses and/or unusual behavior shall be maintained. Documentation shall include child's name, type/description of illness or unusual behavior, date and time of onset and actions taken, time of parental notification and signature of person notifying the parent. The parent or designated person shall be notified immediately in the following situations:

- allergic reaction;
- skin changes e.g. rash, spots, swelling, etc.;
- unusual breathing;
- dehydration;
- any temperature reading over 101 oral, 102 rectal, or 100 axillary; or
- any illness requiring professional medical attention.

Finding:

7321.L. (Old Tag 5321.L.) The Provider did not maintain documentation of illnesses that occurred in the center, including things like stomach virus and its symptoms and fever as stated by the director.

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 the following: in the kitchen area (which is not closed off from the children) dish soap and hand sanitizer; by the bookshelves, hand sanitizer, in the outdoor bathroom in the cabinet not locked, bleach and bug spray, and in a shed not locked in the outdoor play yard, bleach and large containers of soap.

5327-H: Strings and Cords

Not Met

5327.H. Strings and cords (such as those found on window coverings) shall not be within the reach of children.

Finding:

7327.H. (Old Tag 5327.H.) Strings and cords were within reach of children as specialist observed the following within their reach: in the dining area, phone cord; in the right section, extension cord and in the left section radio and computer cords.

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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 center and yard were not free of hazards as specialist observed the following: in the center, in the right section, adult scissors that are within reach of the children, thumbtacks (one exposed on the floor) with their sharp points within reach of the children; in the kitchen area (which is not enclosed or gated off to the children, an electric oven and in the outdoor play yard, a tub about 1 foot deep and 2 feet in diameter that is full of water - it has a gate with pieces of wood on it, but this can easily be pulled up by a child - drowning hazard.

5329-A: Parental Authorization

Not Met

5329.A. Written parental authorization shall be obtained for all non-vehicular excursions. Authorization shall include the name of child, type and location of activity, date and signature of parent, and shall be updated at least annually.

Finding:

7329.A. (Old Tag 5329.A.) The Provider did not obtain written parental authorization for all non-vehicular excursions in any children's files reviewed. Director stated the center plays in a patio area during the spring time mostly (the door to this area is on the right section of the center), but this patio area is not part of the licensed indoor or outdoor capacity and it is not enclosed.

5329-B: Record of Non-Vehicular Excursions

Not Met

5329.B. The provider shall maintain a record of all non-vehicular excursions activities to include date, time, list of children, staff, and other adults, and type of activity.

Finding:

7329.B. (Old Tag 5329.B.) The Provider did not maintain a record of all non-vehicular excursion activities as noted for the above non-vehicular excursion.