

Statement of Deficiencies

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 Provider did not maintain documentation of a daily attendance record for staff, including the director/owner, to include the time of arrival and departure.

5306-J: Non-Discrimination Policy

Not Met

5306.J. Discrimination by child care providers on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry or whether the child is being breastfed is prohibited. This written policy shall be posted.

Finding:

7306 J (old tag 5306.J.). The Provider did not have a posted policy that states that discrimination on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry, or whether the child is being breastfed is prohibited.

5307-A.3: Third Party Release

Not Met

5307.A.3. A record shall be maintained on each child to include 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 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.) [1] of [1] school age 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.(release to bus driver)

5309-B: Staff in Charge

Not Met

5309.B. When the director or director designee is not on the premises due to a temporary absence, there shall be an individual appointed as staff-in-charge who is at least 21 years of age. This staff shall be given the authority to respond to emergencies, inspections/inspectors, parental concerns, and have access to all required information.

Finding:

7309 B (old tag 5309.B.). When the Director or director designee is not on the premises due to temporary absence, there was not an individual at least 21 years of age appointed as Staff-in-Charge who is given the authority to respond to emergencies, inspections/inspectors, and parental concerns and have access to all required information. Staff in charge did not have access to all records required for the licensing inspection.

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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: [one staff].

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: [3 staff].

5311-A.3: Job Descriptions

Not Met

5311.A.3. 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 written job descriptions for every position at the center.

Finding:

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: [3 staff].

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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 5311A5). Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for 8 staff before staff began working in the center. Four of those staff do not have criminal clearance on file to date.

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:

5312.A. The provider's orientation training for [1 staff] did not include:signature of director and four days supervised work.

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. Documented meeting reports were not available for review.

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.) he 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. [0] of [4] staff present 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:

7312 E 3 (old tag 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. [0] of [4] staff present had documentation of this certification.

5312-F: Emergency Procedures

Not Met

5312.F. The director shall ensure that written procedures for emergencies and evacuation as appropriate for the area in which the center is located such as fire, flood, tornado, hurricane, chemical spill, train derailment, etc. are available. NOTE: For additional information contact the Office of Emergency Preparedness (Civil Defense) in your area.

Finding:

7312 F. (old tag 5312.F.) The provider did not have written procedures for emergencies and evacuation as appropriate for the area in which the center is located such as fire, flood, tornado, hurricane, chemical spill, train derailment, etc. Written procedures were not available for review.

5315-B: Child-to-Staff Ratio for Field Trips & Non-Vehicular Excursions

Not Met

5315.B. Child/staff ratio plus one additional adult shall be met for all field trips and non-vehicular excursions.

Finding:

7315 B. (old tag 5315.B.) The provider did not meet the required child/staff ratio plus one additional adult for field trips as records on field trips were not available for review.

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 specific food items served for meals and snacks was not prominently posted.

5319-N.1: Labeled Bottles/Caps

Not Met

5319.N.1. Bottled formula/breast milk shall have labeled bottles and labeled caps/covers with the child's name or initials and refrigerated upon arrival.

Finding:

7319 N1 (old tag 5319.N.1). [Caps/Covers] for infants bottles were not [labeled].

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's documentation did not include an explanation from parent and/or child .

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5321-K: Incidents and Accidents

Not Met

5321.K. Incidents, injuries and accidents shall be documented. Documentation shall include name of child, date and time of incident, location where incident took place, description of how incident occurred, part of body involved, and actions taken. Documentation of all incidents/injuries/accidents shall include time of parental notification and signature of person notifying the parent. The parent or designated person shall be notified immediately in the following situations:

- blood not contained in an adhesive strip;
- head injury;
- human bite which breaks the skin;
- any animal bite;
- an impaled object;
- broken or dislodged teeth; or
- any injury requiring professional medical attention.

Finding:

7321 K (old tag 5321.K.) The provider's documentation of incidents of injuries and accidents was incomplete as the following was not noted: time of notification of parents.

5327-O: Fire Drills

Not Met

5327.O. Fire drills shall be conducted at least once per month. These shall be conducted at various times of the day and night (if nighttime care is provided) and shall be documented. Documentation shall include:

- date and time of drill;
- number of children present;
- amount of time to evacuate the center;
- problems noted during drill and corrections noted; and
- signatures (not initials) of staff present.

Finding:

7327 O. (old tag 5327.O.) The Provider did not have documentation on file that fire drills were conducted at least monthly at various times of the day and night (if nighttime care is provided). The last documented fire drill was [7-18-08].

5327-P: Visual Check of Center

Not Met

5327.P. The entire center shall be checked after the last child departs to ensure that no child is left unattended at the center. Documentation shall include date, time, and signature of staff conducting the visual check.

Finding:

7327 P. (old tag 5327.P.) The Provider did not document that the entire center is checked at the end of the day to ensure that no child is left unattended at the center.

5331-H: Appropriate Driver's License

Not Met

5331.H. The provider shall maintain a copy of a valid appropriate Louisiana driver's license for all individuals who drive vehicles (staff, contracted persons, parents) used to transport children.

Finding:

7331 H. (old tag 5331.H.). The Provider lacked documentation that all individuals [contract driver] who drive vehicles to transport the children have a copy of a valid appropriate Louisiana driver's license.

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5331-I: Liability Insurance

Not Met

5331.I. The provider shall maintain in force at all times current commercial liability insurance for the operation of center vehicles to ensure medical coverage for children in the event of accident or injury. This policy shall extend coverage to any staff member who provides transportation for any child in the course and scope of his/her employment. 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, the name of the insurance company, policy number, period of coverage and explanation of the coverage. If transportation is provided by parents for field trips or transportation is provided by contract, whether daily or field trip, a copy of the current liability insurance shall be maintained on file.

Finding:

7331 I. (old tag 5331.I.)The Provider did not maintain documentation of the contract provider's current liability insurance. Transportation is provided [daily, field trip].

5331-J: Safety Inspection

Not Met

5331.J. The vehicle shall have evidence of a current safety inspection. In lieu of a visual inspection of a contracted vehicle, a signed statement by the agency representative verifying the expiration date of the current inspection is acceptable.

Finding:

7331 J. (old tag 5331.J). The Provider did not have a statement signed by the contract agency's representative verifying that the contracted vehicle used has a current safety inspection.

5331-K: First Aid Supplies

Not Met

5331.K. There shall be first aid supplies in each provider or contracted vehicle. First aid supplies (at least one per trip) shall be available for each field trip when parents provide transportation. In lieu of a visual inspection of a contracted vehicle, a signed statement by the agency representative verifying this information is acceptable.

Finding:

7331K. (old tag 5331.K.) The Provider did not have a statement signed by the contract agency's representative verifying that the contracted vehicle was equipped with first aid supplies for [].

5331-L: Identification Information in Vehicle

Not Met

5331.L. There shall be information in each vehicle identifying the name of the director and the name, telephone number, and address of the center for emergency situations. In lieu of a visual inspection of a contracted vehicle, a signed statement by the agency representative verifying this information is acceptable.

Finding:

5331.L. The Provider did not have a statement signed by the contract agency representative verifying that the contracted vehicle(s) used for [daily transportation, field trips] contained information in each vehicle identifying the name of the Director and the name, telephone number and address of the center for emergency situations.

5333-A: Parental Authorization for Field Trips

Not Met

5333.A. The provider shall maintain a signed parental authorization for each field trip. Field trip authorization shall include the type of service (contract vehicle, center owned vehicle, parent vehicle) used to transport children, event, location, child's name, date and time of event, parent's signature and date.

Finding:

7333 A. (old tag 5333.A.) I the provider did not maintain a signed parental authorization for each field trip taken.(not available for review)

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5333-C: Record of Field Trips

Not Met

5333.C. The provider shall maintain a record of all field trips taken, to include date and destination, list of passengers (children, parents, staff) (going & returning) and method of transportation.

Finding:

7333 C. (old tag 5333.C). The Provider did not maintain a record of all field trips taken.,

5333-F: Vehicles Visual Check

Not Met

5333.F. The driver or staff person shall check the vehicle and account for each child upon arrival and departure at each destination to ensure no child is left on the vehicle or at any destination. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked for each loading and unloading of children.

Finding:

7333 F (old tag 5333.F.) The Provider did not have documentation available that the driver or a staff person checked the vehicle at the completion of each trip.

5337-A: Contract for Transportation

Not Met

5337.A. The provider shall maintain a contract which is signed by the provider and a representative of the transportation agency outlining circumstances under which transportation will be provided. This written contract shall be dated, time limited and shall include verbiage in Section 5331.

Finding:

7337 A. (old tag 5337.A.). The Provider contracted for transportation and there was not a contract signed by the provider and a representative of the transportation agency outlining circumstances under which transportation will be provided. Contract was not available for review.
