

## Statement of Deficiencies

### 713.A.: Office of Public Health, State Fire, City Fire Approval

Not Met

713.A.: Annual licensing inspections by the department, current approvals by the Office of Public Health, Office of State Fire Marshal, and city fire (if applicable), and academic approval by the department (if type III center) shall be required before the expiration of an existing license. However, if a center has documentation establishing that the center requested an inspection by the Office of Public Health or the Office of State Fire Marshal prior to the expiration of the existing license, these approvals may be submitted to the department within 90 calendar days of the date of the license renewal.

#### Finding:

713.A. Based on record review on 10/30/19 there failed to be evidence of Zoning Approval and Academic Approval.

### 1503.D.: Waiver of Liability

Not Met

1503.D.: Parents shall not be required to waive the center's responsibility.

#### Finding:

1503.D. Based on record review on 10/30/19 at 11:15am, early learning center failed to be in compliance with center's responsibility as children's record contained authorization from parents acknowledging their ( parents') responsibility for medical emergencies that occur while child is in care at center.

### 1509.A.1.: Child Abuse and Neglect Policy

Not Met

1509.A.1.: Child Abuse and Neglect Policy

- As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437);
- An early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and
- An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

#### Finding:

1509.A.1. Based on record review on 10/30/19 at 1:00pm Center's Abuse Policies failed to be within reporting requirements of Bulletin 137. Center's policies require determination to be made by Director of any accusation.

### 1509.A.2.: Non-Discrimination Policy

Not Met

1509.A.2.: Non-discrimination Policy that prohibits discrimination on the basis of race, color, creed, sex, national origin, handicap, ancestry or whether a child is being breastfed.

#### Finding:

1509.A.2. Based on record review on 10/30/19 at 1:10pm center's non-discrimination policy failed to include ancestry and whether a child is being breastfed.

### 1509.A.4.: Disclosure of Information Policy

Not Met

1509.A.4.: Disclosure of Information Policy that provides notice to parents of the licensing authority of the department and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the department's website;

#### Finding:

1509.A.4. Based on record review on 10/30/19 at 1:10pm there failed to be evidence of Disclosure of Information Policy as required.

### 1509.A.5.: Complaint Policy

Not Met

1509.A.5.: Complaint Policy

- parents shall be advised of the licensing authority of the department along with the current telephone number and email address. Parents shall also be advised that they may call or write the department should they have significant, unresolved licensing complaints;

#### Finding:

1509.A.5. Based on record review on 10/30/19 at 1:10pm there failed to be evidence of Complaint Policy as required.

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### 1509.A.6.: Parental Access Policy

Not Met

1509.A.6.: Parental Access Policy

Parents shall be allowed to visit the center anytime during its regular hours of operation and when children are present.

#### Finding:

1509.A.6. Based on record review on 10/30/19 at 1:10pm there failed to be evidence of Parental Access Policy as required.

### 1509.A.8.a.&b.: Behavior Management Policy

Not Met

1509.A.8.a.&b.: Behavior Management Policy

Each center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center.

The behavior management policy shall prohibit children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

#### Finding:

1509.A.8.a.&b.: Based on record review on 10/30/19 at 1:10pm there failed to be evidence of Behavior Management Policies to include all methods of discipline that is prohibited as required in Bulletin 137.

### 1509.A.9.: Electronic Devices Policy

Not Met

1509.A.9.: Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. electronic device activities for children under age two are prohibited; and
- b. time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day;

#### Finding:

1509.A.9. Based on record review on 10/30/19 at 1:20pm Electronic Device Policy failed to be complete as required by Bulletin 137 to also include prohibition of the use electronic devices activities for children under age two.

### 1509.A.11.: Programs, Movies and Video Games Policy

Not Met

1509.A.11.: Programs, Movies and Video Games Policy

- a. Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- b. All television, video, DVD, or other programming shall be suitable for the youngest child present.
- c. "PG" programming or its television equivalent shall not be shown to children under age 5.
- d. "PG" programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- e. Any programming with a rating more restrictive than "PG" is prohibited.
- f. All video games shall be suitable for the youngest child with access to the games.
  - i. "E10+" rated games shall be permitted for children ages 10 years and older.
  - ii. "T" and "M" rated games are prohibited.

#### Finding:

1509.A.11. Based on record review on 10/30/19 at 1:20pm there failed to be a policy as required relative to Programs, Movies, and Video Games.

## Statement of Deficiencies

### 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;
  - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

#### Finding:

1515.A.1. Based on record review on 10/30/19 at 11:30am child's enrollment record lacked an entry to include child's dentist as applicable.

### 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 record review on 10/30/19 at 11:30am, child's master enrollment records lacked information for authorization for third party individuals to whom children could be released.

### 1515.E.: Maintaining Health-Related Policies

Not Met

1515.E.: An early learning center shall provide a written copy of all health-related policies established by the center, including policies regarding accidents, allergic reactions, fever, illness, immunizations, infection, and injuries, to the parent or guardian of each child attending or enrolled the early learning center.

#### Finding:

1515.E. Based on record review on 10/30/19 at 12:50 pm, health related policies failed to be complete to include policies related to accidents, allergic reactions, and injuries.

### 1709.B.1.-3.: Director Qualifications

Not Met

1709.B.1.-3.: The director/director designee shall have documentation of at least one of the following upon date of hire as director or director designee:

1. an early childhood ancillary certificate and one year of experience in teaching or care in a licensed early learning center, or comparable setting, subject to the approval by the department;
2. a national administrator credential and one year experience in teaching or care in a licensed early learning center, or comparable setting, plus 6 credit hours or 90 clock hours of training in child care, child development, early childhood, or management/administration, subject to approval by the department; or
3. three years of experience as a director or staff in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; plus 6 credit hours or 90 clock hours of training in child care, child care development, early childhood, or management/administration approved by the department.

#### Finding:

1709.B.1.-3. Based on record review on 10/30/19 at 1:30pm there failed to be evidence of Director being qualified as required.

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### 1707.A.1.&2.: Required Staffing - Director or Director Designee

Not Met

1707.A.1.&2.: Director or Director Designee. Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the daytime hours of operation (prior to 9 p.m.). When the director is not an on-site full-time employee at the licensed location, there shall be a qualified director designee who is an on-site full-time employee at the licensed location.
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

#### Finding:

1707.A.1.&2.: Based on record review on 10/30/19 at 1:30pm There failed to be evidence of Director being on site and employed full-time since center's opening 10/21/19.

### 1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
  - a. name;
  - b. date of birth;
  - c. home address and phone number;
  - d. training,
  - e. work experience;
  - f. educational background;
  - g. hire date; and
  - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715.A.1.&3.: Based on record review a completed application to include all required information failed to be on file for S1, S2, and S3.

### 1715.A.2.: Photo Identification

Not Met

1715.A.2.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:  
copy of a state or federal government issued photo identification;

#### Finding:

1715.A.2. Based on record review on 10/30/19 at 11:30am photo identification as required failed to be on file for S3.

### 1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
  2. emergency preparation;
  3. licensing regulations; and
  4. safe sleep practices.
- B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:
1. child development;
  2. child guidance;
  3. learning activities;
  4. health and safety;
  5. shaken baby prevention; and
  6. CPR and first aid, as applicable.

#### Finding:

1719.A.&B.: A: Based on record review on 10/30/19 at 11:45am there failed to be evidence of orientation training as required for S1, S2, and S3.

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### 1725.A.-C.: Medication Management Training

Not Met

- 1725.A.-C.: A. All staff members who administer medication shall have medication administration training.  
B. Whether the center is administering medication or not, each early learning center shall have at least two staff members trained in medication administration and at least one on the premises. A staff member who is a licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.  
C. Such training shall be completed every two years with an approved child care health consultant.

#### Finding:

1725.A.-C. Based on record review on 10/30/19 at 11:45am there failed to be evidence of at least two staff members trained in medication administration as required.

### 1901.C.: End-of-Day Check

Not Met

1901.C.: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

#### Finding:

1901.C. Based on record review on 10/30/19 at 1:00pm end of day check failed to have been completed at the end of day since center opened on 10/21/19. Note: Staff has completed it at opening in the mornings.

### 1901.D.-F.: Sex Offenders

Not Met

- 1901.D.-F.: D. An early learning center shall register with the Louisiana State Police Sex Offender Registry at [www.lsp.org](http://www.lsp.org) to receive updates when a sex offender moves within two miles of the center.  
E. Centers shall not permit any individual convicted of a sex offense as defined in R.S. 15:541 to have physical access to the center.  
F. The owner or director of an early learning center shall immediately notify law enforcement personnel and the department if they have knowledge that a registered sex offender is on the premises of the center. The verbal report shall be followed by a written report to the department within 24 hours.

#### Finding:

1901.D.-F. Based on interview on 10/30/19 at 1:53pm S1 reports center has failed to register to receive notifications from LSP relative to sex offenders.

### 1901.M.: Strings and Cords

Not Met

1901.M.: Strings and cords, including but not limited to those found on equipment, window coverings, televisions and radios, shall be inaccessible to children under age 4.

#### Finding:

1901.M. Based on observations on 10/30/19 at 10:45am cord was observed hanging in school age/dining room which could cause tripping hazard and a cord was hanging in one year old room next to diaper changing table.

### 1903.C.: Free of Hazards

Not Met

1903.C.: Indoor and outdoor areas shall be free of hazards.

#### Finding:

1903.C. Based on observations on 10/30/19 at 10:15am center and yard failed to be maintained free of hazards as evidenced by \*nails and screws were observed on play yard ( S1 removed ); \*\*wooden play kitchen cabinet broken in play yard ( S1 removed ) ; \*\*\*broken chair in classroom ( S1 removed ); \*\*\*\*tile piece missing at doorway leading to school age/dining area which could cause a tripping hazard; \*\*\*\*\*a wooden bench/box with an attached cover located in receiving area ( could cause pinching hazard for fingers ).

### 1919.D.2.: Food Service and Nutrition - Choking Hazards

Not Met

1919.D.2.: Children under age 4 shall not have foods that are implicated in choking incidents. Examples of these foods include but are not limited to: whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than what can be swallowed whole.

#### Finding:

1919.D.2. Based on observations on 10/30/19 at 12:00pm hot dogs cut in rounds were served in spaghetti for lunch.

## Statement of Deficiencies

### 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, including food and formula;
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 on 10/30/19 at 2:20pm center failed to have available a multi hazard emergency plan and to include all procedures as required.

### 1921.C.: Evacuation Pack

Not Met

1921.C.: Evacuation Pack

The center shall have an evacuation pack, the location of which is known to all staff, that at a minimum shall contain:

1. a list of area emergency phone numbers;
2. a list of emergency contact information and emergency medical authorization for all enrolled children;
3. an emergency pick up form;
4. first aid supplies, hand sanitizer, wet wipes, and tissue;
5. diapers for children who are not toilet trained and plastic bags for diapers;
6. a battery powered flashlight and radio and batteries or a crank flashlight and crank radio; and
7. disposable cups and bottled water.

#### Finding:

1921.C. Based on observations on 10/30/19 at 2:15pm there failed to be an emergency evacuation pack equipped with all required items. Note only first aid kit, paper towels were in kit.