

## Statement of Deficiencies

### 1901.A.4.: Appropriate Emergency Numbers

Not Met

1901.A.4.: Appropriate emergency numbers, including but not limited to numbers for the fire and police departments, nearby hospitals and medical centers, Louisiana Poison Control and Child Protective Services, and the physical address of the center, shall be prominently posted on or near each phone.

**Finding:**

1901.A.4. Based on observations/record review: Appropriate emergency numbers such as fire and police departments, nearby hospitals and medical centers, Louisiana Poison Control and Child Protective Services, and the physical address of the center was not prominently posted on or near the telephone.

### 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 record review/observations: The Provider did not post the current 'The Safety Box' newsletter issued by the Louisiana Office of the Attorney General. The last posted newsletter was dated Winter 2011.

### 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: The center's current plan did not include include specific procedures for handling infants through two year olds, including food and formula;  
The Provider did not conduct and document practice drills at least twice per year.

### 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/record review: The Provider's evacuation pack did not include the following: a list of area emergency phone numbers, a list of emergency contact information and emergency medical authorization for all enrolled children, an emergency pick up form and bottled water.

## Statement of Deficiencies

### 2101.A.15.: Transportation - Contract to Provide Transportation

**Not Met**

2101.A.15.: Centers using contract transportation shall maintain a copy of the written contract that includes an express provision stating that the contractor shall comply with all state laws and regulations, as amended, regarding motor vehicles, including but not limited to seat belts and child restraints.

**Finding:**

2101.A.15. Based on record review:

The Provider contracted for transportation for the field trip provided on 11/2/18. There was not a contract signed by the provider and a representative of the transportation agency, New Orleans Tours, outlining circumstances under which transportation will be provided and that includes an express provision stating that the contractor shall comply with all state laws and regulations, as amended, regarding motor vehicles, including but not limited to seat belts and child restraints.

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### 2107-B.1.-3.: Field Trip Visual Vehicle Check

**Not Met**

2107-B.1.-3.: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

**Finding:**

2107-B.1.-3. Based on record review:

For field trips, a face-to-name count was not conducted prior to leaving facility for destination for the field trip taken on 11/2/18.

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