

## Statement of Deficiencies

### 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 on 12/12/18, 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 LS observed S3 signed in advance for 12/13/18, documenting that S3's arrival time will be 8am and S3's departure time will be 5:00 pm. LS observed S2 was already signed out for 6:00 pm on today's daily attendance log. LS also observed S1 was not signed out on the daily attendance log for 12/11/18 and S1 also failed to sign in for today.

### 1507.C.: Daily Attendance Records - Independent Contractors

Not Met

1507.C.: Independent Contractors. A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name of the contractor, date of visit, arrival and departure times, name of staff member that accompanied contractor, if required, and purpose of the visit.

#### Finding:

1507.C. Based on record review on 12/12/18, the center's independent contractors daily attendance record did not accurately reflect when the independent contractor was no longer on the premises as LS observed O2 was signed in at 12:15 pm, on 11/20/18 but failed to sign out upon leaving the premises.

### 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;

#### Finding:

1515.A.1. Based on record review on 12/12/18, 6 of 8 children's records reviewed lacked the required information on the Child's Information Form as the following information was omitted: admission dates for C1, C2, C3, C4, C7, and C8.

### 1515.A.2.: Emergency Medical Treatment

Not Met

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

#### Finding:

1515.A.2. Based on record review on 12/12/18, 3 of 8 children's records lacked a signed and dated parental authorization to secure emergency medical treatment as LS observed this information was omitted for C1, C2, and C3.

### 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.

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### Finding:

1515.A.3. Based on record review/interview(s) on 12/12/18, S1 did not have 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 as S1 stated C3 was the child that was released to O4. LS observed C3 was released to O4 on the following days:

10/26/18 from 9:05 am to 10:35 am.  
11/9/18 from 9:05 am - 11:15 am  
11/16/18 from 9:23 am - drop off time was not documented.

S1 released C3 to a person not authorized by the parents as LS did not observe any information within C3's file that stated S1 could release C3 to O4.

### 1711.A.&B.&D.&G.: Child to Staff Ratio

Not Met

1711.A.&B.&D.&G.: A. Child to staff ratios are established to ensure the safety of all children.

B. Minimum child to staff ratios shall be met at all times.

1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- D. Minimum Child to Staff Ratios for Type II and Type III centers:

Ages of Children		Ratio
Infants under 1 year		5:1
1 year	7:1	
2 years		11:1
3 years	13:1	
4 years		15:1
5 years		19:1
6 years and up		23:1

G. Mixed Age Groups - Minimum Child to Staff Ratios

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

### Finding:

1711.B.1.: Based on record review on 12/12/18, S1 did not have at a minimum of 2 child care staff present at an early learning center when more than one child as LS observed 8 children (ages 2mth - 5 years old) were signed in from 5:56 am - 8:00 am. LS observed S1 failed to sign in on the daily attendance log, S2 was signed in at 10:00 am , and S3 was signed in at 8:00 am. Therefore, LS was unable to verify the staff member that supervised the children in care.

Based on record review on 12/12/18, due to S3 being documented as the first staff member according to the center documentation, LS observed 17 children (ages 2 mths - 4yrs old) were being supervised by S3 until S2 arrived at 10:00 am.

### 1717.A.: Independent Contractors Records

Not Met

1717.A.: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, local school district staff, and departmental staff other than those responsible for inspecting centers:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

### Finding:

1717.A. Based on record review on 12/12/18, S1 did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center as S1 failed to provide this information for O1, O2, O3, and O4 for LS to review.

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S1 did not have documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present to include language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of the accompanying staff member for as LS observed the following:

O1 (Cognitive Development Center personnel) was on the center premises on 11/28/18 from 10:37 - 10:37 am and on 12/5/18 from 11:15 am - 12:16 pm.

O2 (Early Steps personnel) was on the center premises on 11/20/18 from 12:15 to time unknown.

O3 (Early Steps personnel) was on the center premises on 10/9/18 from 12:30 pm - 1:15 pm.

O4 (DCFS personnel) was on the center premises on 10/26/18, 11/2/18, 11/19/18, and 12/7/18.

S1 failed to have documentation of CCCBC- based determination of eligibility for child care purposes from the department for O1, O2, O3, and O4 as S1 failed to provide this information for LS review.

### 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 12/12/18, the indoor area was not free of hazards as LS observed an infant asleep in a crib with boxes, storage containers, and a vacuum cleaner surrounding the crib. One of the boxes was observed as hovering over the crib and was observed as a potential hazard if it fell within the crib.

### 1907.E.2.: Cribs Free of Toys and Other Soft or Loose Bedding

Not Met

1907.E.2.: Cribs shall be free of toys and other soft or loose bedding, including comforters, blankets, sheets, bumper pads, pillows, stuffed animals and wedges when the child is in the crib.

#### Finding:

1907.E.2. Based on observations on 12/12/18, the center's cribs were not free of toys or other soft or loose bedding (including comforters, blankets, sheets, bumper pads, pillows, stuffed animals and wedges) while the child was in the crib as LS observed a car seat in a crib with an infant that was sleeping.

### 1911.E.: Daily Reports for Infants

Not Met

1911.E.: Daily Reports for Infants. Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

#### Finding:

1911.E. Based on interview(s) on 12/12/18, S1 lacked a daily written report for 3 of 4 infants as S3 stated she had yet to complete the other children daily infant reports for LS to review.

### 1919.A.&B.: Food Service and Nutrition - Menu

Not Met

1919.A.&B.: A. All meals and snacks provided by the center, and their preparation, service and storage, shall meet the requirements for meals of the U. S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), 7 CFR 226.20, and LAC 51:XXIII.

B. The weekly menu shall:

1. be planned for each day of the week and list the specific food items served;
2. be prominently posted by the first day of each week and remain posted throughout the week; and
3. have substitutions or additions posted on or near the menu.

#### Finding:

1919.B.: Based on record review on 12/12/18, the current weekly menu listing specific food items served for each day of the week was not prominently posted by the first day of each week and remain posted throughout the week as S1 stated the children were served spaghetti with meat balls, crackers, mixed vegetables, sliced pears, and milk. LS did not observe a menu post during the center visit.

### 1921.E.: Tornado Drills

Not Met

1921.E.: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

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### **Finding:**

1921.E. Based on record review on 12/12/18, S1 did not have documentation of tornado drills that were conducted at least once per month during the months of March, April, and May as S1 only provided LS the center's June 2018 tornado drill. Date of tornado drill was 6/10/18.

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