

## Statement of Deficiencies

### 1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715-A.1.3. Based on observations/record review/interview(s): The Provider did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, and educational background, for staff: S7. Upon Specialist arrival, Specialist observed S7 working in a classroom and assisting with serving lunch. S1 stated that S7 is an itinerant teacher for Special Education students; however, S7 has been assisting S6 in her classroom due to the usual teacher being out on maternity leave. S6 also stated that S7 sometimes assists her in her classroom when needed. S1 stated that she did not have a staff record on file for S7.

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

Not Met

1719-A.-B.: Within seven calendar days of date of hire, 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,

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;

#### Finding:

1719-A-B: Based on record review: Provider lacked documentation that 1 of 8 staff, S7, received orientation within 7 days of hire on the subject of safe sleep. The Provider also lacked documentation that S7 received additional orientation within thirty days of her date of hire on the required subjects with the exception of health and safety.

### 1901-J.&K.: Items That Can be Harmful to Children

Not Met

1901-J.&K.: Items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, shall be kept in a locked cabinet or other secure place that ensures they are inaccessible to children. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

#### Finding:

1901-J.&K: Based on observations and interview: Items that can be harmful to children, such as cleaning supplies and chemicals, and equipment, were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children as Specialist observed the center's chemical supply closet open. Specialist observed chemicals and cleaning supplies on several shelves in the closet. S1 stated that this closet is usually kept closed and locked. S1 corrected prior to Specialist departure.

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

Not Met

1919-A&B: 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) and 7 C.F.R. 226.20 and the Louisiana Sanitary Code, Title 51, Part XXIII, found at LAC 51:XXXIII. For the current CACFP meal patterns, contact the Louisiana Department of Education, Division of Nutrition Support.

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 <b>posted</b> throughout the week; and
3. have substitutions or additions posted on or near the menu.

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**Finding:**

1919-A: Based on observations and interview: Provider failed to have a weekly menu posted for review. Specialist found that on December 19, 2017, the posted menu was dated for the month on November 2017. S1 posted the current menu prior to Specialist departure.

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**2107-C: Daily Transportation Visual Vehicle Check**

**Not Met**

2107-C: For daily transportation services, the vehicle shall have a visual passenger check made at the completion of each trip or route, prior to the staff member exiting the vehicle.

**Finding:**

2107-C Based on interview and record review: Provider failed to have documentation of daily visual checks available for review as the last documented visual check was completed November 17, 2017. S1 stated that the additional visual checks are on the van with the driver.

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