

Statement of Deficiencies

1507.A.: Daily Attendance Records - Children

Not Met

1507.A.: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

Finding:

1507.A.: Daily Attendance Records-Children: Based on record review: On 12/19/2019 at 9:45am, Specialist reviewed records and discovered the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 123 children were present and 121 children were signed in on the log.

1509.A.7.: Parental Involvement Policy

Not Met

1509.A.7.: Parental Involvement Policy

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day.

Finding:

1509.A.7. Parental Involvement Policy: Based on record review: On 12/19/2019 at 11:00 am, Specialist reviewed records and discovered the Provider did not have a policy offering Parents a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day.

1509.A.8.c.: Behavior Management Policy - Time Out

Not Met

1509.A.8.c.: Time Out

- i. Time out shall not be used for children under age 2.
- ii. A time out shall take place within sight of staff.
- iii. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.
- iv. For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

Finding:

1509.A.8.c.: Behavior Management Policy-Time Out: Based on observations/interviews: On 12/19/2019 at 9:30am, Specialist observed S18 used a prohibited method of Time Out as 1 child under age 2 was subject to time out in a "time out chair" that is out of view of the cameras in the classroom. Specialist observed C1, age 1, in time out at 9:30am. S18 explained to Specialist that she had just placed C1 in the "time out chair" and S18 was not in time out but for a few seconds. Specialist explained to S18 that timeout can not be used for children under the age of two.

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: ~ ~ did not have a written 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, are prohibited for children under are two and time allowed for electronic device activities for children ages two and above shall not exceed 2 hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day.

1509.A.10.: Computer Practices Policy

Not Met

1509.A.10.: Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

Finding:

1509.A.10.: Computer Practices Policy: Based on record review: On 12/19/2019 at 10:45 am, Specialist reviewed records and discovered

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the Provider did not have a written Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

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.: Programs, Movies and Video Games Policy: Based on record review: On 12/19/2019 at 10:45 am, Specialist reviewed records and discovered the Provider did not have a Programs, Movies and Video Games Policy requiring: 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. All television, video, DVD, or other programming shall be suitable for the youngest child present. PG programming or its television equivalent shall not be shown to children under age 5. PG programming shall only be viewed by children age 5 and above and shall require written parental authorization. Any programming with a rating more restrictive than PG is prohibited. All video games shall be suitable for the youngest child with access to the games. E10+ rated games shall be permitted for children ages 10 years and older. T and M rated games are prohibited.

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.A.&B.&D.&G.: Child to Staff Ratio: Based on observation: On 12/19/2019 at 09:46 am, Specialist observed the Provider failed to meet the required child to staff ratio for children. Specialist arrived in the center at 9:15am and observed S17 with one child, age 1, in the office. Specialist accompanied S17 as she returned to her assigned classroom at 9:30am. Upon arrival to the classroom, Specialist observed S18 supervising 8 children, age 1. The ratio required is 7:1 children. The ratio was corrected when S17 returned to the classroom.

Specialist completed a walk through at 9:46 am and observed 10 children, ages 10 months to 1 years old, with S22. The ratio for this age group is 5:1. An additional staff member was needed to correct the ratio. S23 arrived in the classroom at 9:48 am which corrected the ratio issue.

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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.: Independent Contractors Records: Based on record review: On 12/19/2019 a 2:00 pm, Specialist reviewed records and discovered 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. Specialist explained to S1 that each Independent Contractors must have completed Independent Contractors Records.

1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807.C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

Finding:

1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors: Based on record review: On 12/19/19 at 2:30 pm, Specialist reviewed records and discovered CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each independent contractor, prior to the person being present at the center or performing services as evidence by: S1 not verifying CCCBC eligibility for each independent contractor prior to entering the center. Specialist instructed S1 that she can add the Independent Contractors to her que on the CCCBC website or to check the CCCBC website every time the Independent Contractors enter the premises to verify that they are eligible.

1911.H.: Hot Liquids

Not Met

1911.H.: Hot liquids shall not be consumed in the presence of children.

Finding:

1911.H. Hot Liquids: Based on observations/interview(s): Based on Observation/Interviews: On 12/19/2019 at 9:25 am, Specialist observed a coffee cup placed on a shelf and asked S3 if she had consumed coffee in the infant room. S3 stated that she did consume coffee in the infant room earlier that morning, but at the current time the coffee is cold. S3 consumed hot liquids in the presence of children. Specialist alerted S3 that hot liquids should never be consumed in the presence of any children.

1915.A.: Health Services - Observation

Not Met

1915.A.: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

Finding:

1915.A. Health Services-Observations:Based on record review: On 12/19/19 at 9:34 am, Specialist reviewed records and discovered S20 did not document observations,when something is observed, noted on children upon arrival to the center. Results including an explanation from parent and/or child were not documented. Specialist observed at 9:34 am, S20 had no documentation of daily observation available for review or being completed since 11/08/19. Specialist observed at 9:40 am, S4, S5, and S6 had no documentation of daily observation available for review or being completed since 12/13/2019. Specialist explained to S1, S4, S5, S6, and S20 that completing daily observations must be done daily for each child upon arrival.

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1917.B.: Medication Authorization - Required Container/Packaging

Not Met

1917.B.: Required Container/Packaging

1. For prescription medication to be administered at the center, the center shall maintain the original pharmacy container with the complete pharmacy label.
2. For non-prescription medication to be administered, the center shall maintain the original bottle packing for the medicine or a printed document from the manufacturer's website, which shall include the drug name and strength and clear directions for use.

Finding:

1917.B.: Medication Authorization-Required Container/Packaging: Based on observations: On 12/19/19 at 3:00 pm, Specialist observed the prescription medication to be administered at the center was not in the original pharmacy container with the complete pharmacy label. It lacked the following: the original pharmacy container with the complete pharmacy label. Specialist observed C8's Epi-pen medication was not in its required container/packaging, it lacked all information for C8 that includes the pharmacy label. Specialist instructed S1 that she needs to contact the parent(s) of C8 and have them provide an Epi-pen for C8 in it's original pharmacy label and in it's original pharmacy container immediately.

1917.C.: Medication Sent to Center

Not Met

1917.C.: C. All medication shall be sent to the center in its original container, shall not have an expired date, and shall be clearly labeled with the name of the child to ensure that medication is for individual use only.

Finding:

1917.C.: Medication Sent to Center: Based on observations/record review: On 12/19/19 at 3:10 pm, Specialist observed all medication that was present in the center and observed C9's emergency medication, Epi-Pen and Benadryl, was expired on 02/2019. Specialist instructed S1 to contact C9's parent(s) to replace his expired emergency medication immediately.

1917.I.: Medication - As Needed Authorization

Not Met

1917.I.: Authorization for "as needed" prescription and non-prescription medication shall be updated as necessary or at least every six months by the parent, and shall include circumstances for administering "as needed" medication and any applicable special instructions.

Finding:

1917.I.: Medication-As Needed Authorization: Based on observations/record review: On 12/19/19 at 3:15 pm, Specialist reviewed records and discovered Authorization for prescription medication was not updated at least every six months to include circumstances for administering as needed medication and any applicable special instructions, by the parents. Specialist observed C10 and C11's as needed authorization forms were not updated at least every six months. C10's Last authorization is dated 05/01/2019 and C11's last authorization is dated 10/29/2018. Specialist alerted S1 to contact C10 and C11's parents immediately to update there as need authorization.

1917.K.: Emergency Medication Plan and Records

Not Met

1917.K.: Emergency Medications

1. Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months, and shall include:
 - a. method of administration;
 - b. symptoms that indicate the need for the medication;
 - c. actions to take once symptoms occur;
 - d. description of how to use the medication; and e. signature of parent and date of signature.
2. Medication administration records for emergency medication shall be maintained and include the following:
 - a. symptoms that indicated the need for the medication;
 - b. actions taken once symptoms occurred;
 - c. description of how medication was administered;
 - d. signature of administering staff member; and
 - e. phone contact with the parent after administering emergency medication.

Finding:

1917.K.: Emergency Medication Plan and Records: Based on observations/record review: On 12/19/19 at 3:20 pm, Specialist reviewed records and discovered the written Emergency Medication Plan of action was not updated as changes occur or at least every six months. Specialist observed that C9's emergency medication plan and records had not been updated every six months. C9's last emergency medication plan and records were updated on 12/19/2018. Specialist alerted S1 to contact C9's parents to update the emergency medication plan and records immediately.

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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.

Finding:

1921.E. Tornado Drills: Based on record review/interview: On 12/19/19 at 3:30 pm, Specialist reviewed records and discovered the provider did not have documentation of tornado drills that were conducted at least once per month during the months of March, April, May, and June of 2019. When Specialist asked S1 for the tornado drills, after a 10 minute search, S1 stated that she could not find the tornado drills for the months of March, April, May, and June for the year of 2019.

2109.B.: Non-vehicular Excursions - Records

Not Met

2109.B.: Centers shall maintain records of all non-vehicular excursion activities to include the date, time, list of children, staff, and other adults, and type of activity.

Finding:

2109.B.: Non-vehicular Excursions-Records: Based on interview(s): On 12/19/2019 at 4:00 pm, Specialist reviewed records and discovered the Provider did not maintain a record of all non-vehicular excursion activities. Specialist explained to S1 that she can find the non-vehicular excursions record form on louisianabelieves.com.
