

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/interview/observations at approximately 11:45 AM, S1 failed to maintain a daily attendance record that accurately reflects the staff members and owners in the center premises at any given time. Per the center's daily attendance log for staff dated 12/29/2020, S3 was not signed in upon specialist's arrival at 11:30 AM and did not sign out her upon departure at 12:40 PM. Per S1's statement, S3 was initially at the center for an interview and was allowed to start working. Per S7's statement, she failed to sign in upon her arrival at 6:15 AM and upon her departure at 10:30 AM.

Corrective Action Plan: Effective 12/29/2020, S7, Director, stated that she will hold a training on today with S1 regarding staff signing in upon arrival and signing out departure to ensure that this deficiency is not re-cited.

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.: Based on record review/interview at approximately 1:30 PM, S1 failed to ensure child to staff ratios are met at all times. Specialist's review of the center's daily attendance log for children and staff dated 12/29/2020 indicates that S1 was present in the center at 6:27 AM alone with four children ages 1 year old - 3 years old. S6, a second staff, did not arrive until 7:00 AM. C1 is a 1 year old and was present at the center at 6:27 AM. C2 is a 1 year old and was present at the center at 6:45 AM. C3 is 2 years old and was present at the center at 6:40 AM. C4 is three years old and was present at the center at 6:27 AM. Per S7's statement, she was at the center with S1; however, she failed to document sign in and out on the staff daily attendance log. S7's stated she arrived at the center at 6:15 AM and departed at 10:30 AM.

Corrective Action Plan: Effective 12/29/2020, S7, Director, stated that she will sign in on the daily attendance log upon her arrival to ensure this deficiency is not re-cited.

Statement of Deficiencies

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. Based on record review/observations/interview at 12:30 PM, S7 failed to have personnel files for S3 and S8 that shall be maintained at the center to include an application or staff information form. Per S1's statement, S3 was initially at the center for an interview and was allowed to start working on today prior to completing any paperwork. Per S7's statement, she has been working on staff files at home and did not the have information available at the center.

Corrective Action Plan: Effective 12/29/2020, S7, Director, stated that she will keep all staff files at the center to ensure this deficiency is not re-cited.

1715.A.2.: Photo Identification

Not Met

1715.A.2.: Personnel files for each staff member shall be maintained at the center and shall include the following:

2. copy of a state or federal government issued photo identification;

Finding:

1715.A.2. Based on record review at approximately 12:30 PM, S7 failed to maintain personnel files for S3 and S8 that shall include a copy of a state or federal government issued photo identification. Per S1's statement, S3 was initially at the center for an interview and was allowed to work prior to completing any paperwork. Per S7's statement, she has a copy of S8's picture ID; however, the information is not located at the center.

Corrective Action Plan: Effective 12/29/2020, S7, Director, stated that she will keep all staff files at the center to ensure this deficiency is not re-cited.

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:Based on record review/interview at approximately 1:30 PM, S7 failed to have documentation that S2, S6, and S8 completed orientation within seven calendar days of the first day present at the center and prior to them assuming sole responsibility of children. S1 also failed to have documentation that S2,S6, and S8 received orientation training within 30 calendar days of hire to the additional policies and practices of the center. S2's first day present at the center was 08/17/2020, S8's first day present at the center was 08/20/2020, and S6's first day present at the center was 10/14/2020. Per S7's statement, these trainings were completed timely; however, the information is not located at the center.

Corrective Action Plan: Effective 10/08/2020, S1, Director, stated she will ensure that all orientation trainings are completed and documented timely to ensure this is not re-cited.

Statement of Deficiencies

1811.A.&B.: Requests for CCCBC-Based Determinations of Eligibility

Not Met

1811.A.&B.: A. An early learning center or an entity identified in §1809 shall request and obtain from the department a new CCCBC-based determination of eligibility for child care purposes for each required person:

1. prior to the person being present or performing services at the center when children are present; and
2. not less than once during a five-year period.

B. An early learning center or an entity identified in §1809 shall not be required to request and obtain from the department a new CCCBC-based determination of eligibility for child care purposes for a required person, and instead shall be able to request and obtain from the department the person's CCCBC-based determination of eligibility provided to another in-state child care provider or entity identified in §1809, if:

1. a child care provider within the state or an entity requested and obtained a CCCBC-based determination of eligibility for child care purposes from the department for the person within the past five years, while the person was seeking employment or employed by a in-state child care provider or seeking to provide or providing services at an early learning center in Louisiana for an entity;
2. the department provided to the initial requesting child care provider or entity a CCCBC-based determination indicating the person was eligible for child care purposes; and
3. the person is still employed by a child care provider within the state, or is still providing services in an early learning center within the state for an entity, or has been separated from a child care provider within the state or an entity for less than 180 consecutive days.

Finding:

1811.A. Based on observations/record review/interview at approximately 12:50 PM, S7 failed to request and obtain a CCCBC-based determination of eligibility for child care purposes for S3 prior to the staff member being present and performing services at the center. Specialist observed S3 supervising five children age 6 weeks old- 3 years old at 11:50 AM without having an eligible CCCBC-based determination of eligibility. Per S1's statement, S3 was initially at the center for an interview on today and was allowed to start working. S3 departed the center at 12:40 PM. Per S7's statement, she allows potential employees to complete an activity to judge how they are with children prior to them being hired.

Corrective Action Plan: Effective 12/29/2020, S7, Director, stated that she would ensure that all staff members have an eligible CCCBC determination of eligibility prior to being present and performing services at the center to ensure this is not re-cited.

1903.C.: Free of Hazards

Not Met

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

Finding:

1903.C. Based on observations/interview at 12:00 PM, S7 failed to ensure the indoor and outdoor area was free of hazards. Specialist observed several stacked boxes, excess equipment, and piles of papers in the classroom located near the kitchen. Specialist also observed the playground area has exposed plastic coming from under the ground around the center's playhouse. The plastic on the playground area could be a choking and tripping hazard for children. Per S7's statement, the roof has been leaking and she had to use the classroom area as storage. S7 corrected playground hazard prior to specialist departure.

Corrective Action Plan: Effective 12/29/2020, S7, Director, stated that as soon as the roof repair is completed she will remove the boxes, equipment, and papers and set the classroom back up to ensure this deficiency is not re-cited. She is unsure of when the roof repair will be completed.