

## Statement of Deficiencies

### 1503-A-C: General Liability Insurance Policy

Not Met

1503-A-C: A. A center shall maintain in force at all times current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury.

B. A center is responsible for payment of medical expenses of a child injured while in the center's care.

C. Documentation of commercial liability insurance shall consist of the insurance policy or current binder that includes the name of the early learning center, physical address of the center, name of the insurance company, policy number, period of coverage and explanation of the coverage.

#### Finding:

1503-A-C Based on record review:

The Provider lacked required documentation of current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury. Provider was not able to locate the current insurance policy during licensing visit.

### 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 Based on record review:

The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time on day of licensing visit as 25 children were present and 22 children were signed in on the log.; The daily attendance log for children did not include departure times of each child and the name of the person to whom the child was released for 25 of 29 days. Specialist was not able to determine dates to include month, day of the week or year as the attendance record did not contain a month, day or year for 25 of the 29 attendance forms located in the centers daily attendance folder. Specialist was able to review daily attendance for 12/19/17 where 17 children were present and 3 of 17 children did not have a departure time or first and last name of person or entity to whom the child is released, 12/20/2017 18 were present and 2 of 17 children did not have a departure time or first and last name of person or entity to whom the child is released, 12/22/2017 14 children were present and 7 of 14 children did not have a departure time or first and last name of person or entity to whom the child is released and on 1/8/2018 22 children were present and 4 of 22 children did not have a departure time or first and last name of person or entity to whom the child is released.

### 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:

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 evidenced by review of center's records did not contain any written documentation of attendance after 12/22/2017 to include the day of center's licensing inspection. 3 staff were present ( S1,S2 and S3) upon specialist arrival at 9:00 am and departure at 12:15 pm.

### 1509-A.5: Complaint Policy

Not Met

1509-A.5: Complaint Policy

Parents shall be advised of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

#### Finding:

1509-A.5 Based on record review: Centers complaint policy did not contain updated information advising parents of the licensing authorities current telephone number and email address.

## Statement of Deficiencies

### 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 2 and above shall not exceed 2 hours per day.

#### Finding:

1509-A.9 Based on record review: The Provider 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.

### 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 Based on record review: 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 Based on record review: 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.

### 1715-A.5: State Central Registry

Not Met

1715-A.5: Personnel files for each staff member shall be maintained at the center and shall include the following:

documentation of a current, completed state central registry disclosure form indicating no justified (valid) finding of abuse or neglect by the DCFS, or a current determination from the DCFS indicating that the individual does not pose a risk to children.

#### Finding:

1715-A.5 Based on record review:

Provider failed to have documentation of a completed state central registry disclosure form (SCR 1) prior to an individual being present in or providing services to the center on site and available for review at the center(1705.A). 1 of 4 staff, S3 failed to have documentation of the completed form. Staff was present on the premises during licensing visit. Verification of S3 attendance could not be verified as provider did not have any written documentation of S3's attendance or start date.

## Statement of Deficiencies

### 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 4 staff, S3, received additional orientation within 7 days or thirty days of date of hire. Specialist was not able to determine the start date for S3 as the Provider did not have any written documentation to verify start date or daily attendance for S3; however S3 was present at the center during licensing inspection .

### 1725-A.-D.: Medication Management Training

Not Met

1725-A.-D.: A. All staff members who administer medication shall have medication administration training.

B. Whether administering medication or not, each early learning center shall have at least two staff members trained in medication administration.

C. Such training shall be completed every two years with an approved Child Care Health Consultant.

D. A licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

#### Finding:

1725-A.-D. Based on record review: The provider did not have at least two staff members trained in medication administration whether the early learning center administers medication or not.

### 1915-B.&C: Health Services - Parental Notification

Not Met

1915-B.&C:

B. Reporting. Incidents, injuries, accidents, illnesses, and unusual behavior shall be documented and reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence.

C. Immediate Notification. The parent shall be immediately notified in the following circumstances:

1. blood not contained in an adhesive strip;
2. head or neck or eye injury;
3. human bite that breaks the skin;
4. animal bite;
5. impaled object;
6. broken or dislodged teeth;
7. allergic reaction skin changes (e.g. rash, spots, swelling, etc.);
8. unusual breathing;
9. symptoms of dehydration;
10. temperature reading over 101° oral, 102° rectal, or 100° axillary; or
11. injury or illness requiring professional medical attention.

#### Finding:

1915-B.&C: Based on record review The Provider did not have documentation of immediate notification to the parent when the following occurred to a child: C4,C5,C6,C7,C8 & C9. C4's incident occurred at 12:10 on 11/2/2017 where he fell and hit his eye, C5's incident occurred at 7:00 am on 7/5/2017 where he fell and cut his lip, C6 incident occurred at 12:20 on 6/12/2017 where where he fell and hit his eye on a chair, C7 incident occurred at (no time documented) on 5/19/2017 where she fell out of a chair and ht her head , C8 incident occurred at 10:00 am on 4/21/2017 where he he fell and hit the corner of his right eye and C9 incident occurred at 2:00 pm on 6/30/2017 where he fell from a chair and busted his bottom lip and the centers documentation did not reflect that parents were immediately notified prior to pick up of each child. C4's pickup was at 5:25 pm,C5 time of pick up and parent signature not documented, C6 no time of pickup documented, C7 pickup was 3:21 pm, C8 pick up time was 12:43 pm and C9 pick up time was 5:25 pm.

## Statement of Deficiencies

The Provider's documentation of incidents, injuries, accidents, illnesses, and unusual behavior did not have documentation that it was reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence. The incident occurred at 7:00 am on 7/5/2017 incident report did not contain information to reflect a parent was notified nor a signature.

### 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;
7. food for children under the age of 4, including infant food and formula; and
8. disposable cups and bottled water.

### Finding:

1921-C Based on observations: Based on observations, the provider failed to have a completed evacuation pack. The provider failed to have the following: an emergency pick up form, diapers for children who are not toilet trained and plastic bags for diapers, radio and batteries, food for children under the age of 4, including infant food and formula.