

## Statement of Deficiencies

### 1509-A.4: Disclosure of Information Policy

Not Met

1509-A.4: Disclosure of Information Policy that provides notice to parents of the licensing authority of the Licensing Division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education website.

#### Finding:

1509-A.4 Based on record review: Provider did not have a written disclosure of information policy that provided parents of the licensing authority of the licensing division and the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education website.

### 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) on site and available for review at the center prior to a previously completed form expiring (1705.B). 2 of 23 staff, S3 and S23 failed to have documentation of the completed form. S3 completed a current SCR form as she was present at the center during licensing visit. S23 was not present at the center during licensing visit therefore a current SCR could not be completed.

### 1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

#### Finding:

1921-A Based on observations: The provider did not have a written emergency evacuation plan that addressed the following: include specific procedures for handling infants through two year olds; include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs; include a system to account for all children; include a system, and a back-up system, for contacting parents and authorized third party release caretakers; include a system to reunite children and parents following an emergency; include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur; be reviewed annually for accuracy and updated as changes occur; and be reviewed with all staff at least once per year. The provider did not have written documentation that practice drills were conducted at least twice per year to include all children.