

## 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: There was no documentation of a current commercial liability insurance policy for the operation of the center to include medical expense coverage.

### 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 daily attendance log for children did not include the time of departure of each child and the name of the person to whom the child was released. On 2/6/18, the time of departure and the name of the person to whom child was released was not shown for C5 and C6. On 2/1/18, the name of the person to whom the child was released was not shown for C4. On 2/2/18, 1/30/18, 1/29/18, 1/26/18, the time of departure and the name of the person to whom the child was released was not shown for C7 and C8.

### 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:

There was no documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure. There was no documentation of staff attendance for 1/31/18, 2/1/18, 2/2/18, 2/5/18, 2/6/18 and 2/7/18. On 1/30/18, only one staff, S3, signed out.

### 1515-B: Consent to Release

Not Met

1515-B: Consent to Release. The center shall obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one time written consent shall be obtained from the parent and updated as changes occur.

#### Finding:

1515-B Based on record review: There was no written consent from C1's parent for the release of information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies.

### 1703.B: Visitors - CBC/Accompanied

Not Met

1703.B: An early learning center shall obtain documentation of a satisfactory fingerprint based CBC for each visitor or independent contractor of any kind, prior to the person being present at the center or performing services for the center UNLESS the visitor or independent contractor WILL BE accompanied at all times while on the center premises by an adult, paid, staff member who is not being counted in child to staff ratios, and the center shall have copies of said documentation on-site at all times and available for inspection upon request by the Licensing Division.

1. Documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied a visitor or independent contractor at all times while the visitor or contractor was on the center premises shall include the date, arrival and departure time of the visitor or contractor, language stating that the visit or contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

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### Finding:

1703.B Based on record review: A satisfactory fingerprint based CBC was not obtained for each independent contractor prior to the person being present at the center or performing services as evidence by: the visitor's log shows O1 present in the facility on 5/2/17, 5/9/17, 7/3/17; the visitor's log shows O2 present in the facility on 12/20/17; the visitor's log shows O3 present in the facility on 12/20/17, and 10/4/17. There was no fingerprint based CBC on file and available for review for O1, O2 and O3. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied the independent contractor at all times while they were on the center premises.

### 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: There was no 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). One of seven staff, S6, failed to have documentation of the completed form. S6's SCR form expired on 11/30/17. S6 was not present during the licensing visit.

### 1723-A.&B.: CPR Certification

Not Met

1723-A.&B.: A - Infant and child CPR - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in infant and child CPR.

B - Adult CPR - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in adult CPR.

### Finding:

1723-A&B CPR Certification: There was no documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children or at least four staff on the premises and accessible to children, whichever is less, have current certification in infant, child and adult CPR. Two of five staff present, S1 and S5, had documentation of this certification.

### 1723-C.-D.: Pediatric First Aid

Not Met

1723-C.-D.:

C. Pediatric First Aid - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in Pediatric First Aid.

D. Certification - A copy of the certification for each such staff member shall be on-site at all times and available for inspection by the Licensing Division.

### Finding:

1723-C.-D. Based on record review: There was no documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children or at least four staff on the premises and accessible to children, whichever is less, have current certification in Pediatric First Aid. Two of five staff present, S1 and S5, had documentation of this certification.

### 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:

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1921-C Based on observations: The emergency pack did not contain food for children under the age of 4 and bottled water.

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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 Based on record review: There was no documentation that tornado drills were conducted in March, April, May and June of 2017.

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