

## Statement of Deficiencies

### 1513-A.1-2: Schedules

Not Met

1513-A.1-2: An early learning center shall establish in writing and post the following schedules:

1. Schedule of days and hours of operation, including scheduled days and holidays when center is closed; and
2. Daily schedule that includes times of planned activities, including early learning activities, allowing for flexibility and change.

#### Finding:

1513-A.1-2 Based on observations: The provider did not have a posted daily schedule that includes times of planned activities, including early learning activities, allowing for flexibility and change in 3 of 3 classrooms.

### 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 as evidenced by on 2/8/17, there is no documentation of the time of departure or the name of the person to whom C1 was released.

### 1507-F: Daily Attendance Records maintained

Not Met

1507-F: Daily attendance records shall be maintained for three years.

#### Finding:

1507-F Based on record review: The Provider did not have documentation of a daily attendance records for Staff and Owners available for review during the licensing inspection on the childcare premises for the week of 2/6/17 to 2/10/17.

### 1509-A.8. a-b: Behavior Management Policy

Not Met

1509-A.8. a-b: Behavior Management Policy

Each center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center.

The behavior management policy shall prohibit children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

#### Finding:

1509-A.8. a-b Based on interviews: The staff at the center uses a prohibited method of discipline which places a child in an uncomfortable position. Per statements from S1 and S6, the center's discipline policy includes the following method of discipline: the children ages three years and older stand in place for two to three minutes with their hands raised in the air. Specialist reviewed the center's policy and did not observe in the center's written policy that the children raise their hands when standing in place as a method of discipline. Note: S1 added this additional information to the center's discipline policy during the licensing inspection.

## Statement of Deficiencies

### 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 Based on record review and interviews: A prohibited method of time out is used at the center. Per statements from S1 and S6 and specialist observation of the center's discipline policy, children under the age of two years old are subject to time out.

### 1711-C: Posted Child to Staff Ratio in Classroom

Not Met

1711-C: The Licensing Division form noting required child to staff ratios shall be posted in each room included in the center's licensed capacity.

#### Finding:

1711-C Based on observations: The Licensing Division form noting required child/staff ratios failed to be posted in each room included in the center's licensed capacity.

### 1715-A.4: Criminal Background Check

Not Met

1715-A.4: Personnel files for each staff member shall be maintained at the center and shall include the following: documentation of a fingerprint based satisfactory criminal background check

#### Finding:

1715-A.4 Based on record review: Specialist is unable to determine if S2 was hired prior to the provider, S1, receiving documentation of S2's fingerprint based criminal background check (CBC) dated 2/8/17 as S1 did not have any documentation to verify S2's date of hire available for review during the licensing inspection. Note: Per statements from S1 and S2, 2/20/17 is S2's first day working on the childcare 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 and observation: The 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). S2 failed to have documentation of the completed form. S2 was on the premises on 2/20/17 as verified by staff attendance logs and specialist observation. Note: The staff attendance log for the week of 2/6/17 was not available for review during the licensing inspection. Note: Per statements from S1 and S2, 2/20/17 is S2's first day working on the childcare premises. Corrected during the licensing inspection as S2 completed the SCR 1 form.

### 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:

## ***Statement of Deficiencies***

1719-A.-B. Based on record review: The provider, S1, did not have documentation available for review during the licensing inspection that S6 obtained orientation within 30 days of hire. Note: The provider stated she is unable to locate S6's orientation form.

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