

## Statement of Deficiencies

### 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 as 15 children were present and 20 children were signed in on the log.

### 1515-A.2: Emergency Medical Treatment

Not Met

1515-A.2: Written authorization signed and dated by the parent to secure emergency medical treatment;

#### Finding:

1515-A.2 Based on record review: 1 of 20 Children's records lacked a signed and dated parental authorization to secure emergency medical treatment.

### 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:  
copy of a state or federal government issued photo identification;

#### Finding:

1715-A.2 Based on record review: The center did not have a copy of S5's State or federal government issued photo Identification available for review.

### 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: Documentation of a satisfactory fingerprint based criminal background check (CBC) was not available for 1 (S5) of 6 staff, prior to the individual(s) being present in the childcare facility (1703.A) S5 date of hire is 03/09/17 CBC has not been completed. Based on staff daily attendance S5 was also present on 03/10/17.

### 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: S1 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 6 staff, S5 failed to have documentation of the completed form. Staff were on the premises on 03/09/17 and 03/10/17 as verified by staff attendance logs.

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### 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: Provider lacked an evacuation kit that was equipped with \*a list of emergency contact information and emergency medical authorization for all enrolled children; \*\*a list of area emergency phone numbers; and \*\*\* infant food and formula.  
an emergency pick up form;

### 1921-D: Emergency and Evacuation Records

Not Met

1921-D: A center shall maintain a copy of records, documents, and computer files necessary for its continued operation following an emergency in either a portable file or at an off-site location.

#### Finding:

1921-D Based on observations: Provider failed to maintain a copy of records, documents, and computer files necessary for its continued operation following an emergency in either a portable file or at an off-site location.

### 2101-A.3: Capacity of Vehicle

Not Met

2101-A.3: The number of persons in a vehicle shall not exceed the manufacturer's recommended capacity

#### Finding:

2101-A.3 Based on observations: On 03/10/17 specialist observed S1, S2, S3, and S4, along with 15 children exiting the center's van. Specialist inspected vehicle and observed it to be a 15 passenger van. S1 exceeded the manufacturer's recommended capacity in the vehicle as evidenced by 15 children were observed to be present on the vehicle and 20 were stated to be present by S1 and S2 prior to their arrival to the center and 4 adults were observed but 5 were stated to be present by S1 and S2 prior to their arrival to the center. Based on staff statements there were 25 passengers transported in a 15 passenger vehicle on 03/10/17 to a field trip to Betty Virginia Park and 19 passengers transported from the field trip as 5 children and 1 adult/staff (S5) was also transported home prior to the staff's return to the center.

### 2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### Finding:

2103-F Based on record review: S1 failed to ensure that staff (driver or attendant) completed the passenger transportation log as S1 stated that children were transported on 03/06/17, 03/07/17, 03/08/17, and 03/10/17, but that the staff failed to complete the log.

### 2105.A: Parental Authorization - Field Trip

Not Met

2105.A: The center shall obtain and maintain a signed parental authorization for each field trip.

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### Finding:

2105.A Based on record review/interview(s): In 14 of 20 children's files reviewed, the provider did not maintain a signed parental authorization for each field trip taken. S1 states that she could not locate all of the field trip authorizations for the children taken on a field trip on 03/10/17.

### 2105-E: Field Trip - Record

Not Met

2105-E: A written record for each field trip shall be maintained and shall include the following:

1. date, destination(s) and method of transportation;
2. names of all the children being transported in each vehicle;
3. names of the driver, staff members and other adults being transported in each vehicle;
4. names of other adults who joined the field trip at the destination(s) to assist with supervision of children; and
5. the presence of each child each time the children enter or exit the vehicle.

### Finding:

2105-E Based on interview(s): S1 did not maintain a record of all field trips taken as the specialist observed S1, S2, S3, and S4 arriving at the center upon specialist arrival. S1 states that they had been on a field trip, but could not provide the field trip record.

### 2107.A.1-2: Visual Check of Vehicle

Not Met

2107.A.1-2: A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

1. A staff person shall physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the interior of the vehicle.
2. The staff member shall record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle.

### Finding:

2107.A.1-2 Based on record review:

S1 failed to ensure that staff was documenting that the driver or attendant checked the vehicle at the completion of each trip as S2 was observed transporting children home from the center on 03/10/17, but there was no documentation of a visual inspection check being completed. It was also documented that children were transported on 03/09/17, but there is no documentation of a visual inspection check being completed.

### 2107-B.1-3: Field Trip Visual Vehicle Check

Not Met

2107-B.1-3: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

### Finding:

2107-B.1-3 Based on observations:

For field trips, a face-to-name count was not conducted prior to leaving facility for destination, when destination is reached, before departing destination for return to facility, and upon return to facility to ensure that no child was left on the trip as evidenced by S1 failed to complete a field trip record for field trip taken on 03/10/17 to Betty Virginia Park.