

## Statement of Deficiencies

### 1711.A.&B.&D.&G.: Child to Staff Ratio

**Not Met**

- 1711.A.&B.&D.&G.: A. Child to staff ratios are established to ensure the safety of all children.
- B. Minimum child to staff ratios shall be met at all times.
1. There shall be a minimum of two staff members present at an early learning center when more than four children are present.
  2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
  3. The department's form noting required child-to-staff ratios shall be posted in each room included in the center's licensed capacity.
  4. Minimum child-to-staff ratios for type II and type III centers are as follows.

| Ages of Children     | Ratio |
|----------------------|-------|
| Infants under 1 year | 5:1   |
| 1 year               | 7:1   |
| 2 years              | 10:1  |
| 3 years              | 13:1  |
| 4 years              | 15:1  |
| 5 years              | 19:1  |
| 6 years and up       | 23:1  |

- G. Mixed Age Groups Minimum Child to Staff Ratios
1. An average of the child to staff ratios may be applied to mixed age groups of children ages two, three, four and five.
  2. Child to staff ratios for children under age two are excluded from averaging.
  3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
  4. An average may be applied to a mixed age group consisting only of children ages five and older.

#### Finding:

1711.D. Based on observations at 12:51 p.m., S1 failed to meet the required child to staff ratio for children of the following ages: Specialist observed six children, ages four months to two-years-old, with one staff, S11. The required ratio for children of this age is 5 children per 1 staff person. Ratio was met at 12:53 p.m. when S12 returned to the classroom.

Corrective Action Plan: Effective 3/14/2023, S1 stated she will remind staff that ratio have to be met in classrooms with infants at all times, even during nap, to ensure compliance with the regulation.

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### 1713.A.&B.&C.: Supervision

**Not Met**

- 1713.A.&B.&C.: A. Children shall be supervised at all times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.
- B. Children shall not be left alone in any room, (except the restroom as indicated in Subsection G of this Section or when being provided services by therapeutic professionals, as defined in §103), outdoors, or in vehicles, even momentarily, without staff present.
- C. A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

#### Finding:

1713.B. Based on record review at 1:30 p.m., children failed to be under supervision at all times on 2/27/2023, as C1 (a four-year-old) was left unsupervised in a classroom for approximately four minutes by S3 from 10:25 a.m. to 10:29 a.m. Supervision was met at 10:29 a.m. when O2 entered the classroom, saw C1 and brought C1 to S3.

Corrective Action Plan: Effective 3/14/2023, S1 stated an Active Supervision training was conducted with all staff on 2/27/2023, and she will continue to conduct monthly meetings and quarterly trainings with all staff on active supervision to ensure compliance with the regulation.

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## Statement of Deficiencies

### 1719.A.-C.: Orientation Training

Not Met

1719.A.-C.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive center-specific orientation to the policies and practices of the center that at a minimum shall include information on the center:

1. child abuse identification and reporting, including phone numbers for mandatory reporting and suspected child abuse and neglect;
2. location of emergency exits and emergency preparedness plans;
3. handling of emergencies due to food/allergic reactions;
4. location of first-aid supplies;
5. list of children with allergies and special needs;
6. identification of critical staff including but not limited to staff trained in CPR and first aid and staff who can administer medicine;
7. child release policies and restrictions;
8. child-to-staff ratio policies;
9. daily schedules;
10. opening policy;
11. closing policy; and
12. transportation policy and vehicle inspection procedures.

B. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall complete the LDE Key Training Module 1 and the DCFS online Mandated Reporter Training. Key Training Module 1 shall at a minimum include information on the following:

1. general emergency preparedness, including natural disasters and man-caused events;
2. professionalism;
3. health and safety, which includes: daily observations, supervision regulations, daily attendance, child to staff ratios, improper discipline, prohibited discipline, prevention of shaken baby syndrome, prevention of abusive head trauma and child maltreatment, food safety, choking risks recognition and reporting of child abuse and neglect;
4. administration of medication consistent with standards for parental consent;
5. prevention and response to emergencies due to food and allergic reactions;
6. appropriate precautions in transporting children, if applicable;
7. public health policies, prevention and control of infectious diseases, including immunization information;
8. handling and storage of hazardous materials and the appropriate disposal of bio-contaminants;
9. pediatric first aid and cardiopulmonary resuscitation (CPR);
10. prevention of sudden infant death syndrome and use of safe sleep practices;
11. outdoor play practices;
12. environmental safety; and
13. building and physical premises safety, including identification of and protection from hazards, bodies of water and vehicular traffic;
14. child release practices; and
15. critical incident practices and licensing regulations

C. Within 30 calendar days of the first day present at the center and prior to assuming sole responsibility for any children, each staff member shall complete the LDE Key Orientation Training Modules 2 and 3, that at a minimum shall include information on the following:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety; and
5. early learning development standards.

### Finding:

1719.B.-C. Based on record review at 2:57 p.m., S1 failed to have documentation that S12 (DOH 12/12/2022) completed the LDE Key Orientation Training Module 1 within 7 calendar days of hire, and the LDE Key Orientation Training Modules 2 - 3 within 30 calendar days of hire, and prior to assuming sole responsibility for any children. S1 stated she will have S12 complete all three trainings by the end of day 3/14/2023.

Corrective Action Plan: Effective 3/14/2023, she stated she will ensure all new hires/transfers have trainings on file, or she will have new hires complete the trainings timely when hire to ensure compliance with the regulation.