

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.A.-C. Based on record review at approximately 12:08 p.m., S1 failed to have documentation that 1 of 17 staff, S17 (DOH 2/23/2022), received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children.

Corrective Action Plan: Effective 3/21/2022, S1 stated she will follow up with S2 regarding deadlines to ensure time is set aside to complete the orientation documentation on time so this deficiency is not cited again.

Statement of Deficiencies

1811-D.2.&3.: Provisional Employment for Staff Members of Early Learning Centers

Not Met

1811-D.2.&3.: 2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.

- a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
 - b. The center must designate a monitor for each provisionally-employed staff member present at the center.
 - c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
 - d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
 - e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
 - f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
 - g. At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
3. The center shall have a log, either handwritten or in electronic form, or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

Finding:

1811-D.2.&3. Based on record review at approximately 12:15 p.m., S1 failed to have a log or other written documentation or electronic of monitoring of provisionally-employed staff members, S6, date of hire 8/9/2021, S15, date of hire 8/9/2021, and S16, date of hire 8/9/2021. There was no documentation from 2/22/2022 to 3/4/2022 and from 3/14/2022 to 3/18/2022 to include the name of provisionally-employed staff member, the designated monitor, and the times of the visual observations for each day the staff member was present on the premises.

Previous Corrective Action Plan: Effective 2/21/2022, S1 stated she will put the logs in each classroom that the provisionally staff member is assigned, so the designated monitor is completing the documentation each day and she will continue to check the CCCBC roster for a change in status, so she is not cited again.

Corrective Action Plan: Effective 3/21/2022, S1 stated she will put the logs in each classroom on their clipboard today that the provisionally staff member is assigned, so the designated monitor is completing the documentation each day and she will continue to check the CCCBC roster for a change in status, so she is not cited again.