

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 on 4/25/17 the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 91 children were present and 86 children were signed in on the log.; The daily attendance logs for children did not include the time of arrival or the drop off signatures.

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 on 4/25/17 the daily attendance record for all the staff members did not accurately reflect the time on the center premises at any given time. For the month of April 2017. On 4/4 S2, S3, S16, and S20 signed in but did not sign out. On 4/5 S2, S3, S16, S17, and S20 signed in but did not sign out. On 4/6 S2 and S20 signed in but did not sign out. On 4/7 S2, S3, S4, S9, S10 and S11 signed in and did not sign out. On 4/10 S3, S4, S16 and S20 signed in but did not sign out. On 4/12 S3, S4, S11/S16, and S20 signed in but did not sign out. They have 2 sign in forms that do not have a date on them however on the 1st one S3, S7, S9, S10 and S11 signed in but did not sign out, and on the other S3, S4, S16, S19 and S20 signed in but did not sign out.

1707-A.1&2: Required Staffing - Director/ Director Designee

Not Met

1707-A.1&2: Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the day time hours of operation (prior to 9:00 p.m.).
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

Finding:

1707-A.1&2: Based on observation/record review/interview on 4/25/17 the Provider did not have a qualified Director who is an on-site full time staff person at the center during the day time hours of operation (prior to 9:00 p.m.) and responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.; The center's director is not an on-site full time employee of the licensed location and there was not an on-site full time qualified Director Designee given responsibility for for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met. As evidenced by the prior director left the center on March 30, 2017 per S1 and a full time director or designee has not been placed at the center. S1 stated that herself and S23 comes to the center to fill in the position. S1 does not have a Director approval in her file and S23 does have an approval however when I reviewed the staff sign in logs. S1 was only signed for 4/25/17 and S23 has not been signed in in April 2017 at all.

1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving;

Finding:

1715-A.1.3. Based on record review on 4/25/17 S22 was on the premises on 4/10,4/11,4/12 per S1 as a substitute bus driver, S22 did not sign in on the staff sign in log on either of those days. S22 does not have a hire date in his file.

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

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Finding:

1715-A.4 Based on record review on 4/25/17 Documentation of a satisfactory fingerprint based criminal background check (CBC) was not available for 1 of 23 staff, prior to the individual(s) being present in the childcare facility (1703.A) S22 date of hire is unknown CBC has not been completed, however S22 was on the premises on 4/10,4/11,4/12 as a substitute bus driver per S1.

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 on 4/25/17 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). 1 of 23 staff, S22 staff identifiers failed to have documentation of the completed form. Staff were on the premises on 4/10, 4/11, and 4/12 per S1. S22 did not sign in on staff sign in log.

1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the 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.

Finding:

1717-A Based on record review on 4/25/17 Provider did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center for O3, O4 and O5. Provider did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor for O3, O6, O7, O8, O9, O10, or O11.

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:

1719-A.B.: Based on observation on 4/25/17 the center lacked documentation that 2 of 23 staff, S14 and S22, received 7 day orientation and no record to show that either S14 or S22 received an additional orientation within thirty days of date of hire. S14 was hired on 2/1/17 and S22 did not have a hire date in his record.

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1901-J.&K.: Items That Can be Harmful to Children

Not Met

1901-J.&K.: Items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, shall kept in a locked cabinet or other secure place that ensures they are inaccessible to children. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

Finding:

1901-J.&K.: Based on observation on 4/25/17 the center had items that can be harmful such as cleaning supplies and chemicals were accessible to children in S19 and S20's classroom. There was Lysol, air freshener on the table and Elmer's spray adhesive on the computer desk, the items were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children. S11 and S12 had baby wipes on the table and had a bag of trash bags ther were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children.
