

## Statement of Deficiencies

### 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:

The center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by S1 and S2's sign in/out sheet did not accurately reflect arrival and departure times or dates present. The sign In/Out sheet for S1 was last completed on 3/23/2017 and S2 was last completed on 3/22/2017. There was no other documentation available to prove S1 or S2 was present on the premises at any given time during the day.

### 1509-A.5: Complaint Policy

Not Met

1509-A.5: Complaint Policy

Parents shall be advised of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

#### Finding:

The Center did not advise the parents of the licensing authority of the Licensing Division's current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints. The center's information regarding complaints policy did not contain updated licensing telephone number and email address. The information posted was outdated and provided information to the Department of Social Services.

### 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: The center did not have documentation of a completed current State Central Registry disclosure form prior to the expiration of the previous SCR for S1 and S2. S1's SCR1 was completed 3/9/2016 and expired 4/9/2017 and S2's SCR1 was completed 3/9/2016 and expired 4/9/2017. The deficiency was corrected during licensing visit as both S1 and S2 completed a SCR1 disclosure form.

### 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:

Provider did not have documentation a paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractors 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 for O1, O2 and O3.; 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 O1, O2 and O3.

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 contractors O1, O2 and O3. Centers sign in documentation verifies that O1 was present on the premises on 4/4-6/2017 and 4/10-12/2017. O2 was present on 4/13/2017 and O3 was present 2/1/17, 2/7/17, 2/14/17, 2/21/17, 3/1/17, 3/7/17, 3/11/17, 3/21/17, 3/30/17, 4/6/17 and

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4/11/17.

### 1915-B.&C: Health Services - Parental Notification

Not Met

1915-B.&C:

B. Reporting. Incidents, injuries, accidents, illnesses, and unusual behavior shall be documented and reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence.

C. Immediate Notification. The parent shall be immediately notified in the following circumstances:

1. blood not contained in an adhesive strip;
2. head or neck or eye injury;
3. human bite that breaks the skin;
4. animal bite;
5. impaled object;
6. broken or dislodged teeth;
7. allergic reaction skin changes (e.g. rash, spots, swelling, etc.);
8. unusual breathing;
9. symptoms of dehydration;
10. temperature reading over 101° oral, 102° rectal, or 100° axillary; or
11. injury or illness requiring professional medical attention.

#### Finding:

1915-B. & C: Based on Record Review: The Center did not have documentation of immediate notification to the parent when the following occurred to a child: C6. Incident occurred at 8:43 am. C6 fell off of a toilet seat while using the toilet resulting in scratches to C6's arms and neck on 3/7/2017 and the parent was not notified until time of departure which was at 5:35 pm.

### 1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

#### Finding:

921-A Based on record review: The provider failed to have a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that addresses the following :any potential disaster related to the area in which the center is located, include procedures for sheltering in place, lock down and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care, include specific procedures for handling infants through two year olds, specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs .: The Provider did not have the following system in place for: to account for all children, a system, and a back-up system, for contacting parents and authorized third party release caretakers, a system to reunite children and parents following an emergency.

## **Statement of Deficiencies**

### **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: The center did not have an evacuation pack containing all items needed to care for children in the event of an emergency evacuation available for review during licensing inspection.

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### **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 record review: The center did not have documentation of emergency and evacuation records available for review during licensing visit.

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