

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 5/1/2023 at approximately 11:45 a.m., S1 failed to have a children's daily attendance record that accurately reflected the children on the child care premises at any given time, as 99 children were present and 96 children were signed in on the log.

Corrective Action Plan: Effective 5/3/2023, S1 stated she will remove the sign in books from the classroom back to the front office to monitor the logs better, to ensure compliance with this regulation.

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.
- C. The department's form noting required child-to-staff ratios shall be posted in each room included in the center's licensed capacity.
- D. 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.A.&B.&D.&G. Based on observation on 5/1/2023 at approximately 11:11 a.m., S1 failed to meet the required child to staff ratio in the one and two-year-old classroom. Specialists observed S10, alone, with 8 one and two-year-old children. The required ratio for one-year-old children is seven children per 1 staff person. Another staff was needed to satisfy child to staff ratio. S1 moved a two-year-old child to the next room to satisfy ratio at 11:12 a.m.

- On 5/2/2023 at approximately 1:36 p.m., S8 had eight children, ranging from two months old to one-year-old. The required ratio for infants is five infants per one staff. An additional staff was needed to satisfy child to staff ratio. S14 went into the classroom at 1:38 p.m. to satisfy child to staff ratio.

Corrective Action Plan: Effective 5/3/2023, S1 stated she will keep sufficient amount of staff in the larger classrooms during lunch breaks and call offs, to ensure compliance with this regulation.

1713.J.: Rest Time Supervision

Not Met

- 1713.J.: 1. If two rooms share a common doorway, one staff member may supervise the resting children in both rooms.
2. If the view of the staff supervising the children is obstructed by an object such as a low shelving unit, children shall be checked by sight by staff circulating among the resting children.

Finding:

1713.J. Based on record review/interviews at 2:39 p.m., on 05/02/2023, children grouped together, for sleeping, failed to be within the sight of staff circulating among the resting children.

-On 5/2/2023 at 1:43 p.m., although S17 was responsible for watching two classrooms, during nap time, that shared a common door way, S17 failed to stand in the common doorway in order to supervise both classrooms. S17 was sitting on a low shelving unit eating lunch with an obstructed view of all the 8 two-year-old children in the adjoining classroom.

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Corrective Action Plan: Effective 5/3/2023, S1 stated she will conduct a walk-through of the center during nap time to remind staff to circulate the room, to ensure compliance with this regulation.

1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
 - a. name;
 - b. date of birth;
 - c. home address and phone number;
 - d. training,
 - e. work experience;
 - f. educational background;
 - g. hire date; and
 - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

Finding:

1715.A.1. Based on record review on 5/1/2023 at approximately 3:30 p.m., S1 failed to have have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, first day on-site working with children for "enrichment staff", S13, S14 and S15, S1 had S13, S14 and S15 complete their applications during the licensing visit.

Corrective Action Plan: Effective 5/2/2023, she will have staff complete all staff information documentation before new staff can have access to the children, to ensure compliance with this regulation

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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 3:30 p.m., S1 failed to have documentation that S14 and S15 received orientation, completed LDE Key Module 1 and completed the DCFS on-line Mandated Reporter Training within seven days of the first day present at the center and prior to having sole responsibility for any children.

Corrective Action Plan: Effective 05/02/2023, S1 stated she will complete orientation with new staff and contracted staff within 3 days of hire to have documentation completed within first seven days of hire, to ensure compliance with this regulation.