

## Statement of Deficiencies

### 1501-A: Operations

Not Met

1501-A: A center shall operate within the licensed capacity, age range, hours of operation and other specific services designated on its license.

#### Finding:

1501-A Based on observations on 8/16/18, S1 is licensed to care for 24 children, upon arrival and walk through specialist counted 25 children present in the center. Specialist advised S1 that she can only care for the number of children she is licensed for as S1 explained that she was holding 2 children for DCFS.

### 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 8/16/18, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 25 children were present and 26 children were signed in on the log.; The daily attendance log for children did not include the time of arrival for C3, C4, C5 and C6.

### 1515.A.1: Child Records and Cumulative Files

Not Met

1515.A.1: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
  - a. name of child, date of birth, sex, date of admission;
  - b. name of parents and the home address of both child and parents;
  - c. phone numbers where parents may be reached while child is in care;
  - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
  - e. name and telephone number of child's physician, if applicable;
  - f. name and telephone number of the child's dentist, if applicable;
  - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;

#### Finding:

1515.A.1 Based on record review on 8/16/18, S1 does not have a children's record for C2, C3, C4, C5, or C6 that includes An information form signed and dated by the parent and updated as changes occur, that contains:

- a. name of child, date of birth, sex, date of admission;
- b. name of parents and the home address of both child and parents;
- c. phone numbers where parents may be reached while child is in care;
- d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
- e. name and telephone number of child's physician, if applicable;
- f. name and telephone number of the child's dentist, if applicable;
- g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;

### 1515-A.2: Emergency Medical Treatment

Not Met

1515-A.2: Written authorization signed and dated by the parent to secure emergency medical treatment;

#### Finding:

1515-A.2 Based on record review on 8/16/18, S1 does not have a children's record for C2, C3, C4, C5, or C6 that includes a written authorization signed and dated by the parent to secure emergency medical treatment.

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### 1515-A.3: Releasing of Children

Not Met

1515-A.3: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

#### Finding:

1515-A.3 Based on record review on 8/16/18, S1 does not have a children's record for C2, C3, C4, C5 or C6 that includes a written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

### 1909-D: Infants - Car Seats

Not Met

1909-D: Written authorization from a physician is required for a child to sleep in a car seat or other similar device and shall include the amount of time that the child is allowed to remain in said device.

#### Finding:

1909-D Based on observations on 8/16/18, Specialist observed C1 sitting in a carseat asleep during the walk through. During inspection of C1's file there was no documentation from a physician that indicated that C1 needs to sleep in a car seat or similar device.

### 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:

1921-A Based on record review on 8/16/18, S1 does not have an emergency and evacuation plan that addresses 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.