

## Statement of Deficiencies

### 1709-B.1-6: Director Qualifications

Not Met

1709-B.1-6: The director/director designee shall have documentation of at least one of the following upon date of hire as director or director designee:

1. a bachelor's degree from an accredited college or university with at least 12 credit hours of child development or early childhood education or elementary education or a related field, and one year of experience in a licensed early learning center or comparable setting, subject to approval by the Licensing Division;
2. an Associate of Arts degree in child development or a closely related area, and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division;
3. a National Administrator Credential and one year experience in a licensed early learning center, or comparable setting, plus 6 credit hours in child care, child development or early childhood or 90 clock hours of training in child care, child development or early childhood, subject to approval by the Licensing Division;
4. a Child Development Associate Credential (CDA) and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division;
5. a diploma from a post-secondary technical early childhood education training program approved by the Board of Regents or correspondence course approved by the Licensing Division and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; or
6. three years of experience as a director or staff in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; plus six credit hours in child care, child development or early childhood education, or 90 "clock hours" of training approved by the Licensing Division. Up to three credit hours or 45 clock hours may be in management/administration education.

#### Finding:

1709-B.1-6 Based on record review: The Center did not have documentation that S1 qualified as Director. S1 lacked documentation of 3 letters of recommendation.

### 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:

The center failed to have a qualified director/director designee on-site.

### 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: The Provider did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, upon termination or resignation of employment, the last date of employment, reason for leaving, for staff: S9 and S22.

### 1715-A.2: Photo Identification

Not Met

1715-A.2: Personnel files for each staff member shall be maintained at the center and shall include the following:  
copy of a state or federal government issued photo identification;

#### Finding:

1715-A.2 Based on record review: The center did not have a copy of S9 and S22 State or federal government issued photo Identification available for review.

### 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

## Statement of Deficiencies

**Finding:**

Documentation of a satisfactory fingerprint based criminal background check (CBC) was not available for 2 of 22 staff, prior to the individual(s) being present in the childcare facility (1703.A) s9 and S22 date of hire is unknown. The provider failed to have a personnel file for S9 and S22.

**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:**

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). 2 of 22 staff, S9 and s22 failed to have documentation of the completed form. Staff were on the premises on ~ ~ ~date(s) ~ ~ ~ as verified by staff attendance logs.

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

**Not Met**

1901-K.&L.: 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 be 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:**

Items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children; as evident by S7 had a bottle of Purex liquid detergent and S6 had a bottle of lysol and febreze air freshener accessible to the children. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children. S7 had a Wal-mart plastic bag full of blue trash bags in the play area accessible to children.

**1921-E: Tornado Drills**

**Not Met**

1921-E: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

**Finding:**

1921-E Based on record review: The provider did not have documentation of tornado drills that were conducted at least once per month during the months of March, April, May, and June. Date of tornado drills were 3/22/2016. The provider lacked documentation of April and May.