

Statement of Deficiencies

1503-A-C: General Liability Insurance Policy

Not Met

1503-A-C: A. A center shall maintain in force at all times current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury.

B. A center is responsible for payment of medical expenses of a child injured while in the center's care.

C. Documentation of commercial liability insurance shall consist of the insurance policy or current binder that includes the name of the early learning center, physical address of the center, name of the insurance company, policy number, period of coverage and explanation of the coverage.

Finding:

1503-A-C Based on record review:

The insurance policy or current binder on file did not include physical address of the facility. S1 was advised that the policy needed to include the physical address of the facility as well as the name of the childcare facility. S1 had the insurance include the name of the center, but did not include the physical address of the facility. When advised again that the address needed to be added, S1 stated that what she got was the best she could do.

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: Daily attendance for staff did not accurately reflect staff present on 09/12/17 as S1 and S3 were present, but not signed in.

1507-E: Daily Attendance Records - Visitors

Not Met

1507-E: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

Finding:

1507-E Based on record review:

The staff did not maintain documentation of a daily attendance record for Visitor's to include the arrival and departure times of all visitors. Based on review of the visitor's daily log dated 05/22/17 through 08/22/17 and 08/25/17 through 09/12/17, departure times were not documented on four different occasions.

1703.B: Visitors - CBC/Accompanied

Not Met

1703.B: An early learning center shall obtain documentation of a satisfactory fingerprint based CBC for each visitor or independent contractor of any kind, prior to the person being present at the center or performing services for the center UNLESS the visitor or independent contractor WILL BE accompanied at all times while on the center premises by an adult, paid, staff member who is not being counted in child to staff ratios, and the center shall have copies of said documentation on-site at all times and available for inspection upon request by the Licensing Division.

1. Documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied a visitor or independent contractor at all times while the visitor or contractor was on the center premises shall include the date, arrival and departure time of the visitor or contractor, language stating that the visit or 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:

1703.B Based on record review: A satisfactory fingerprint based CBC was not obtained for each visitor (maintenance man) O1, prior to the person being present at the center or performing services as evidence by: Based on review of the visitor's daily log dated 05/22/17-08/22/17, O1 was present in the center on 05/22/17, 05/23/17, 05/31/17, 06/01/17, 07/2/17, 07/26/17, 08/02/17, 08/03/17, 08/04/17, and 08/08/17. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied visitor (O1) at all times while they were on the center premises. Documentation did not include the language stating that they were accompanied by the staff member at all times while on the premises, signature of the contractor, signature of the staff member.

A satisfactory fingerprint based CBC was not obtained for each visitor (A/C service) O2, prior to the person being present at the center or performing services as evidence by: Based on review of the visitor's daily log dated 05/22/17-08/22/17, O2 was present in the center on 06/05/17. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied visitor (O2) at all times while they were on the center premises. Documentation did not include the language stating that they were accompanied by the staff member at all times while on

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the premises, signature of the contractor, signature of the staff member.

A satisfactory fingerprint based CBC was not obtained for each visitor O3, prior to the person being present at the center or performing services as evidence by: Based on review of the visitor's daily log dated 08/25/17-09/12/17, O3 was present in the center on 08/28/17 and 09/06/17. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied visitor (O3) at all times while they were on the center premises. Documentation did not include the language stating that they were accompanied by the staff member at all times while on the premises, signature of the contractor, signature of the staff member.

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:

S1 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 7 staff, S4 failed to have documentation of the completed form. Staff were on the premises on 09/01/17, 09/04/17, 09/05/17, 09/06/17, 09/08/17 and 09/12/17 as verified by staff attendance logs.; S4 completed SCR-1 During inspection.

S1 failed to have documentation of a completed state central registry disclosure form (SCR 1) on site and available for review at the center prior to a previously completed form expiring (1705.B). 5 of 7 staff, S1, S2, S5, S6, and S7 failed to have documentation of the completed form. S1 was able to get a completed SCR-1 for S1, S6, and S7; S2 and S5 had already left for the day.

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:

S1 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 O3.;

Provider did not have 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 for O3. Based on review of the visitors daily log dated 05/22/17-08/22/17, O3 was present in the center on 07/27/17, 07/31/17, 08/02/17, and 08/04/17.

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.

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Finding:

1921-C Based on observations: The center's evacuation pack failed to include:

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;
7. food for children under the age of 4, including infant food and formula;

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 interview(s): S1 could not provide documentation that tornado drills were performed in March, April, May, or June.
