

## 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 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure for S6, S7, S8, S9, S10 and S11.

### 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 center 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: S8, S9, S10, S11, S12.

### 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 S8, S10, S11 and S12 State or federal government issued photo Identification available for review.

### 1715-A.4: Criminal Background Check

Not Met

1715-A.4: Staff Members. 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

#### Finding:

1715-A.4 Based on record review: Documentation of a satisfactory fingerprint based criminal background check (CBC) was not available for S8, S9, S10, S11 and S12 prior to the individual(s) being present in the childcare facility (1703.A) S8, S9, S10, S11 and S12 did not have dates of hire on file.

### 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 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). S8, S9, S11 and S12 failed to have documentation of the completed form. S8, S9, S11 and S12 did not have attendance logs to verify when staff were on premises. S1 stated S8, S9, S11 and S12 are all after care teachers and works different days.

## Statement of Deficiencies

### 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:

The center 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 O1. S1 stated O1 was in the classroom working with a child but was not accompanied by a staff (not counted in ratio) at all times. O1 was in the center on 04/05/2017, 04/19/2017, 04/26/2017, 05/01/2017 and 05/10/2017.; O1 did not have documentation on file that included O1's name, address, phone number, list of duties performed while at the center.

### 1719-A.-B.: Orientation Training

Not Met

1719-A.-B.: Within seven calendar days of date of hire, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices,

Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention;

#### Finding:

1719-A.-B. Based on record review: Provider lacked documentation that S8, S9, S10, S11 and S12, received orientation within seven days of the date of hire and additional orientation within thirty days of date of hire.

### 1723-A.&B.: CPR Certification

Not Met

1723-A.&B.: Infant and child CPR

Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in infant and child CPR.

Adult CPR

Centers shall have at least one staff member on the premises and accessible to children trained in Adult CPR if there is a child eight years or older on the premises.

#### Finding:

1723-C.-D. Based on record review: The center did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children or at least four staff on the premises and accessible to children, whichever is less, have current certification in infant and child CPR. According to staff sign in log, there is no documentation that at least half of the staff present with children after 3:15 PM this certification.

## ***Statement of Deficiencies***

### **1723-C.-D.: Pediatric First Aid**

**Not Met**

1723-C.-D.: C. Pediatric First Aid - Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff on the premises and accessible to children, whichever is less, shall have current certification in Pediatric First Aid.

D. Certification - A copy of the certification for each such staff member shall be on-site at all times and available for inspection by the Licensing Division.

#### **Finding:**

1723-C.-D. Based on record review: After July 1, 2016 - The center did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children or at least four staff on the premises and accessible to children, whichever is less, have current certification in Pediatric First Aid. According to staff sign in log, there is no documentation that at least half of the staff present with children after 3:15 PM this certification.

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