

## Statement of Deficiencies

### 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 on 10/11/17 the center had O3, O10, O11, O16, O17, O18, O19 and O20 in the center without documentation of a current CBC for each of the visitors. The center failed to have documentation that the visitors were accompanied by an adult staff member not otherwise counted in child to staff ratio at all times while on the center premises. O10 was on the premises on 11/2/16, 12/14/16, 12/7/16, 1/19/17, 2/15/17, 5/31/17, 7/12/17, 7/26/17, and 9/14/17 for kitchen. O11 was on the premises on 11/11/16 for the cooler/freezer. O16 was on the premises for maintenance on 11/23/16, 11/30/16, 12/13/16, 1/18/17, 2/1/17, 2/15/17, 3/1/17, and 5/31/17. O17 was on the premises for produce on 2/1/17, 2/15/17, 3/1/17, and 5/31/17. O18 was on the premises on 3/3/17 for fire alarm annual inspection. O19 was on the premises on 3/3/17 for fire alarm annual inspection. O20 was on the premises on 5/30/17 for pest control. O21 was on the premises on 6/15/17 and 9/7/17 for service calls.

### 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 on 10/11/17 the center did not have a hire date for S4 or S18 in their personnel files.

### 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

#### Finding:

1715-A.4 Based on record review on 10/11/17 while the center obtained a criminal record check for S2, S5 and S7, the check was obtained more than 30 calendar days prior to this individual's date of hire (1703.D.1). S2 was hired on 8/28/17 and check was obtained on 4/29/17; S5 was hired on 7/5/17 and the check was obtained on 5/15/17 and S7 was hired on 10/2/17 and check was obtained on 8/27/17.

### 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 on 10/11/17 center 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). 1 of 18 staff, staff identifiers S11 failed to have documentation of the completed form. Last form on file was dated 7/15/16. Received a faxed copy of SCR1 completed form during the visit.

## 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. 1-3: Based on record review on 10/11/17 the center did not have documentation of a current CBC nor an independent contractor information record that has their name, address, phone number or a list of duties for O4, and O5. O4 and O5 was on the premises from early head start on 9/21/17.

### 1717-B: Student Trainees - Records

Not Met

1717-B: Student Trainees. The following information shall be maintained for all student trainees:

1. an application or information form with the student's name, date of birth, address and telephone number, name of the educational center and course instructor, and a job description that includes duties to be performed.

#### Finding:

1717-B Based on record review on 10/11/17 the center did not have documentation of an application or information form with the student's name, date of birth, address and telephone number, name of the educational center and course instructor, and a job description that includes duties to be performed for O1 and O2. O1 and O2 were on the premises on 9/27/17.

### 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 on 10/11/17 center lacked documentation that 2 of 18 staff, S4 and S18 completed orientation within 7 calendar days and no documentation that S4 or S18 received additional orientation within thirty days of date of hire. S4 nor S18 has a hire date in their personnel files.

### 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 on 10/11/17 the center did not have documentation of a completed tornado drill for March and April 2017. The center have completed tornado drill for May 31, 2017 and June 22, 2017.