

## 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 at approximately 12 p.m., the center's staff and owner's daily attendance record failed to accurately reflect persons on the child care premises at any given time as evidenced by, on 12/5/2022, S1 was not signed back in to the center, and S7 was not signed in. S1 corrected prior to Specialist's departure.

CORRECTIVE ACTION PLAN: Effective 12/5/2022, S1 stated that between the morning bus arrival and 10 a.m., staff will complete a visual check of staff daily attendance records when they check the children's daily attendance log, to ensure compliance with this regulation.

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

Not Met

1719.A.-C.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive center-specific orientation to the policies and practices of the center that at a minimum shall include information on the center:

1. child abuse identification and reporting, including phone numbers for mandatory reporting and suspected child abuse and neglect;
2. location of emergency exits and emergency preparedness plans;
3. handling of emergencies due to food/allergic reactions;
4. location of first-aid supplies;
5. list of children with allergies and special needs;
6. identification of critical staff including but not limited to staff trained in CPR and first aid and staff who can administer medicine;
7. child release policies and restrictions;
8. child-to-staff ratio policies;
9. daily schedules;
10. opening policy;
11. closing policy; and
12. transportation policy and vehicle inspection procedures.

B. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall complete the LDE Key Training Module 1 and the DCFS online Mandated Reporter Training. Key Training Module 1 shall at a minimum include information on the following:

1. general emergency preparedness, including natural disasters and man-caused events;
2. professionalism;
3. health and safety, which includes: daily observations, supervision regulations, daily attendance, child to staff ratios, improper discipline, prohibited discipline, prevention of shaken baby syndrome, prevention of abusive head trauma and child maltreatment, food safety, choking risks recognition and reporting of child abuse and neglect;
4. administration of medication consistent with standards for parental consent;
5. prevention and response to emergencies due to food and allergic reactions;
6. appropriate precautions in transporting children, if applicable;
7. public health policies, prevention and control of infectious diseases, including immunization information;
8. handling and storage of hazardous materials and the appropriate disposal of bio-contaminants;
9. pediatric first aid and cardiopulmonary resuscitation (CPR);
10. prevention of sudden infant death syndrome and use of safe sleep practices;
11. outdoor play practices;
12. environmental safety; and
13. building and physical premises safety, including identification of and protection from hazards, bodies of water and vehicular traffic;
14. child release practices; and
15. critical incident practices and licensing regulations

C. Within 30 calendar days of the first day present at the center and prior to assuming sole responsibility for any children, each staff member shall complete the LDE Key Orientation Training Modules 2 and 3, that at a minimum shall include information on the following:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety; and
5. early learning development standards.

#### Finding:

## ***Statement of Deficiencies***

1719.A.-C.: Based on record review at approximately 12 p.m., S1 failed to have the following orientation documentation:

- S7 failed to have documentation of completed LDE Key Training Module 1, and DCFS Mandated Reporter training within 7 days of first day present at the center. Additionally, S7 failed to have LDE Key Training Modules 2 and 3 within 30 days present at the center on 5/16/2022;
- S8 failed to have documentation of completed LDE Key Training Module 1 within 7 days of first day present at the center on 4/20/2022; and
- S9 failed to have documentation of completed LDE Key Training Module 1 within 7 days of first day present at the center on 11/7/2022.

CORRECTIVE ACTION PLAN: Effective 12/5/2022, S1 stated she will have a meeting with S2 to have all new staff complete required trainings upon receipt of an eligible CCCBC to ensure compliance with this regulation.

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### **2101.A.9.: Vehicle - Safety Inspection**

**Not Met**

2101.A.9.: Each vehicle shall have evidence of a current safety inspection.

#### **Finding:**

2101.A.9. Based on record review at approximately 12 p.m., the Vehicle failed to have evidence of a current safety inspection. Inspection expired 08/2022.

CORRECTIVE ACTION PLAN: Effective 12/5/2022, S1 stated that S2 will have the safety inspection for the center's van completed today to ensure compliance with this regulation.

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