

Statement of Deficiencies

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 Provider's daily attendance record for Visitor's to include first and last name, date of visit, arrival and departure times, and purpose of the visit for each visitor signed in. Specialist found that there was no date indicated when O3 and O4 visited the center. Specialist found that there was no documented time out when O1 and O2 visited the center. Specialist also found that O6 visited the center several times from April 5, 2017 through May 23, 2017 and failed to document a last name.

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:

1707-A. 1&2: Based on record review and interview: The Provider did not have a qualified Director who is an on-site full time staff person at the center during the day time hours of operation (prior to 9:00 p.m.) and 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 as S1 is listed as the center's director; however S1 is no an on site employee. S2 stated that she is the current director; however, the center failed to update this information with Licensing. Specialist was unable to find any record of a record to list S2 as the director.;

The center's director is not an on-site full time employee of the licensed location and there was not an on-site full time qualified Director Designee given responsibility for 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 as the listed Director Designees are S3 and S4, neither of which are on site staff. S2 stated that she is the current center director.

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/interview(s): A satisfactory fingerprint based CBC was not obtained for each visitor and independent contractor, prior to the person being present at the center or performing services as evidence by: O1, O2, O3, O4, O5, O6, O7, O8, O9, O10, O11, and O12. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied the visitors and independent contractors 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 and signature of the staff member. S1 stated that though it was not documented, each visitor and extracurricular staff person was accompanied by a staff member throughout their visit.

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: Provider failed to have documentation of an staff record for S1 available for review.

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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 S1's State or federal government issued photo Identification available for review.

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: Provider 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). 3 of 24 staff, S3, S4, and S7 failed to have documentation of the completed form.

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: Provider did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center as there was no Independent Contractor Record available for review for O13.