

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

January 22, 2018

OLIVE CREST LEARNING TREE
Olive Crest United Methodist Church, Owner
Jennifer Pfile, Director/Authorized Agent
7180 N. 60th Street
Omaha, NE 68152

Dear Ms. Pfile:

In accordance with the letter written by Jo Pfeiffer, Child Care Licensing Supervisor, on January 10, 2018, the original License of Olive Crest Learning Tree to operate as a Child Care Center in the State of Nebraska has been placed on Corrective Action Status. A license imprinted with the term "Corrective Action Status" is enclosed. This status became effective January 10, 2018, and it will remain in effect until July 10, 2018. Upon completion of this term, a new license will be issued to you.

At this time we ask that you submit the current license of Olive Crest Learning Center by return mail, within the next seven (7) days, to DHHS, Division of Public Health, Licensure Unit, Attn: Chris Kort, 301 Centennial Mall South, Lincoln, NE 68509-4986.

If you have any questions, please contact Jo Pfeiffer, Child Care Licensing Supervisor, at (402) 595-3335.

Sincerely,



Becky Wisell, Administrator
Licensure Unit
301 Centennial Mall South
Lincoln, NE 68509-4986

BW/dcp

cc: Children's Services Licensing

This license shall be kept available in the establishment and such proof of credentialing shall be shown upon request.

State of Nebraska

Department of Health and Human Services
Division of Public Health

OLIVE CREST UNITED METHODIST CHURCH THE
is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an
Operating Child Care Center
located at: **7180 NORTH 60th ST OMAHA NE 68152**

A maximum of **75** children in ages **6 WKS** to **13 YRS** may be in attendance at any one time during the hours of **0630** to **1830** on **MTWTFH**.

OLIVE CREST LEARNING TREE owned by **OLIVE CREST UNITED METHODIST CHURCH THE** is hereby issued License No. **CCC7544**

whose status is **Active-Corrective Action Status** effective from **01/10/2018**

Amended: **01/10/2018**

Given under the name and Seal of the Department of Health and Human Services Regulation and Licensure of the State of Nebraska at Lincoln on **January 23, 2018**.



[Redacted Signature]
Thomas L. Williams, MD Chief Medical Officer
Director, Division of Public Health
Department of Health and Human Services

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Pete Ricketts, Governor

January 10, 2017

Olive Crest Learning Center
7180 North 60th Street
Omaha Ne. 68152

Dear Ms. Pfile:

The Nebraska Department of Health and Human Services, Children's Services Licensing, has received your corrective action plan. The attached corrective action plan has been reviewed and given final approval effective 1/10/2018.

A new license identified with "Corrective Action Status" will be mailed to your facility. The new license is to be posted in a prominent location. This license status will be in effect for a period of six months from the date of approval, 1/10/2018 until 7/10/2018.

Compliance with the terms of the Corrective Action Status will be monitored by announced or unannounced inspections to your facility by Children's Services Licensing staff. Any violation may be grounds for discipline as the Office of Children's Services Licensing Program may determine appropriate.

If you have any questions, please contact Meghan Brewer Child Care Inspection Specialist, at 402-595-1948 or me.

Sincerely,

Jo Pfeiffer, Child Care Licensing Supervisor
Office of Children's Services Licensing
Department of Health and Human Services
1313 Farnam St.
Omaha, NE 68102
402-595-3335/ Jo.Pfeiffer@nebraska.gov

/jp

Cc: Meghan Brewer, Child Care Inspection Specialist
Heather Stryker, Resource Developer Supervisor

October 16, 2017

CERTIFIED MAIL

Olive Crest Learning Tree
Owner: Olive Crest United Methodist Church
Jennifer Pfile- authorized agent
7180 North 60th St.
Omaha, Ne. 68152

Dear Ms. Pfile:

Nebraska Revised Statutes, section 71-1911 (4), of the Child Care Licensing Act provides that the department may place a license on Corrective Action Status..., a non-disciplinary probationary license may be issued for the licensee to operate under Corrective Action Status if the department determines that:

- a) The Licensee is unable to comply with all the licensure requirements and standards or has had a history of noncompliance;
- b) The effect of noncompliance with any rule or regulation does not present an unreasonable risk to the health, safety, or well-being of children or staff; and
- c) The Licensee has a written plan of correction that has been approved by the department.

Facts:

On September 13, 2017 a female child age 2 was left outside , unattended, within a fenced play area , for approximately 10 to 15 minutes, without staff noticing the child was missing.

Regulatory Basis:

3-006.19 Supervision of Children (page 34):

Adequate and appropriate supervision must be provided to children at all times children are in attendance, including during outdoor play. Ultimate responsibility for supervision rests with the licensee.

Based on the facts presented above and the regulations violated, the department is placing your license on Corrective Action Status for a period of 6 months:

Corrective Action Status is voluntary and the decision regarding placement on Corrective Action Status is not appealable. However, you are required to submit a written Plan of Correction that must be approved by the department. The following items must be included in your written Plan of Correction:

1. Identification of issue(s) concern;
2. Provisions for how you will correct and maintain compliance;
3. Specify the written documentation to be provided to the Department;
4. Identify who is responsible (include position titles) for corrections and maintenance of compliance; and
5. Timelines.
6. Provide policies and procedures on outdoor supervision of children.
7. Provide checklist used to ensure that children are accounted for at all times.


Please submit your written Plan of Correction to Meghan Brewer, Child Care Inspection Specialist, Nebraska Department of Health and Human Services, Office of Children's Services Licensing, 1313 Farnam St., 3rd Floor, Omaha, NE 68102 **within ten calendar days** after you receive this letter.

If you do not submit a written Plan of Correction, or the written Plan of Correction is not approved, the department may discipline your license by imposing one or a combination of the following types of Disciplinary Action:

1. Issue a probationary (disciplinary) license;
2. Suspend or revoke a provisional, probationary or operating license;
3. Impose a civil penalty of up to five dollars per child, based upon the number of children for which the program is authorized to provide child care on the effective date of the finding of the violation, for each day the program is in violation;
4. Establish restrictions on new enrollment in the program;
5. Establish restrictions or other limitations on the number of children or the age of the children served in the program; or
6. Establish other restrictions or limitations on the type of service provided by the program.

If you have questions regarding this letter, please contact Child Care Inspection Specialist, Meghan Brewer, 402-595-1948 or Child Care Licensing Supervisor, Jo Pfeiffer, 402-595-3335.

Sincerely,


Jo Pfeiffer, Child Care Licensing Supervisor
Office Children's Services Licensing
Nebraska Department of Health and Human Services
1313 Farnam St, 3rd Floor
Omaha, NE 68102

cc: Meghan Brewer, Child Care Inspection Specialist
Office of Children's Services Licensing, Central Office

DEC 4 2017

Olive Crest Learning Tree

7180 N 60th St.

Omaha, NE 68152

11-29-17

First of all, I did not receive this letter dated Oct. 16th, 2017 until Nov. 20th, 2017. I would like to make you aware of that fact. It says my response needed to be submitted 10 calendar days after the letter was received, and I am adhering to that.

Plan of Correction

1. The issue of concern was a failure to maintain adequate supervision of a Toddler. The Staff member did not do the appropriate head count to the "Check In Staff Clipboards" as they left the large playground and then again when they came back in the room. We already had policies in place over this, my Staff Member just did not follow it.
2. The way we will correct and maintain compliance as is follows
 - a. Staff Training on 12-14-17 at our Monthly Staff Meeting on Headcounts and "Name to Face when they enter and leave the room. This policy will also be handed out in writing.
 - b. Consistency on how "Check In Staff Clipboards" are used and the markings made on them. A Key will be placed at the bottom
 - c. Policy will be updated in our Handbook and in our Orientation
3. ???
4. I, Jennifer Pfile, as the Director, am ultimately responsible to ensure my Staff (Lead, Assistants, and Support Staff) are completing these requirements and it is up to me to create these policies, train all Staff, and enforce them. Any Staff Member that is leading a child or children anywhere in the building should be doing these checks. They are to have their "Check In Staff Clipboards" with them at all times.
5. This will all be updated, training completed, and implemented by 12-15-17. This allows us time at our Monthly Staff Meeting to do the training. We also went over our current policies and procedures at our Monthly Meeting on October 12th as well before we received this letter.

6. Updated Handbook Policies Below. Parents/Staff will be notified of Handbook Update and given a new copy by 12-18-17 after Staff training occurs.

Supervision

Proper supervision is essential to a quality childcare facility. At no point may a child be left unattended while in our care, even if it will "only be a second". It is essential that you know where every child in your care is at all times. Head counts (Face to Name) should be done every time before you leave your classroom and checked against the "Check In Staff Clipboard". They should also be redone when you arrive to your destination. They should also be done frequently (approx. every 10 minutes), even if no one has left the area.

Children under the age of 4 should never be allowed in the hallway alone and must always be escorted by an adult. Children over the age of 4 may walk down the hallway by themselves as long as they are in the line of sight of a teacher at all times. School Aged children are able to go to the bathroom out of line of site, unless specific instructions have been given for that child.

Staff members must stay in their classrooms, with their students until their replacement arrives or they are told to leave for the day. This will assure that adequate coverage is maintained for children. You may not leave until your replacement has arrived.

Playground/ Fellowship Hall

Playground time is **NOT** break time for staff. Children need to be supervised in all areas of the playground and Fellowship Hall. Teachers are to join in the children's activities. It is not necessary to plan organized games at all times, but everyone should join in and play with the children. Please make sure Teachers are spread through the room/area

Safety is very important on the playground and in the Fellowship Hall. Teachers need to be aware of any safety risks to the children that could be caused by play or equipment. Report to the Management any maintenance needed on the equipment. Please dispose of any broken items and notify Management. Teachers need to be next to the children climbing on any equipment. Climbing is NOT permitted on the outdoor fences. Teachers need to be in separate areas so that they can supervise ALL areas of the playground. If only one Teacher is with the children please make sure you are able to see all children.

Children are not permitted to enter the building or leave the Fellowship Hall/Playground unaccompanied no matter what age. Children should be encouraged to use the bathroom before going outside or to the Fellowship Hall.

Head counts (Face to Name) should be done every time before you leave your classroom and checked against the "Check In Staff Clipboard". They should also be redone when you arrive to your destination. They should also be done frequently (approx. every 10 minutes), even if no one has left the area.

Please make sure you review the playground/Fellowship Hall rules posted in the building.

DEC 4 2017

7. See Attached Documents

Staff training will cover new sheets, how to use them, review of rules, policies and expectations, and copies of new Handbooks.

Thank You,
Jennifer Pfile

* Demand for morning

12/17/17

PS/PK
Child's Name

Week of: Dec 4-8, 2017

	Monday		Tuesday		Wednesday		Thursday		Friday		
	In	Out	In	Out	In	Out	In	Out	In	Out	
837	4:15	9:03	5:15	11:30	4:17	12:47	7:30	12:47	8:19	12:47	NO OTHER MARKS MAY BE USED
757	12:47	X	12:47	X	12:47	X	7:30	12:47	8:19	12:47	Check In = Enter Time Child Arrived IE: 9:39
4:00	5:30	4:00	X	X	4:00	X	4:00	5:15	4:00	4:37	Check Out = Enter time child Left IE: 4:37
VACATION											
757	8:25	X	8:25	X	8:25	X	7:30	8:25	X	8:25	Blank - Child has not arrived/No communication from Parent
12:08	5:30	12:08	X	X	12:08	X	12:08	5:15	12:08	4:32	X = Child Not Here That Day "Classroom Name" = Child is in another classroom due to transitioning"
X	X	X	X	X	X	X	X	X	X	X	X
Tods	11:30 / 4:15	Tods	10:45 / 4:15	8:30	4:20	10:00 / 4:19	Tods	9:30 / 4:13	Tods	4:13	** = HI 5 Preschool
932	4:15	X	8:17	3:39	X	X	X	X	X	X	
1087	4:37	X	8:27	4:15	8:22	5:00	X	X	X	X	
724	5:19	10:37	2:15	10:39	4:32	10:30	4:57	7:15	8:00	X	
1059	5:30	7:15	3:32	7:10	3:45	X	8:17	4:32	X	X	
822	10:00	7:10	5:39	7:45	4:15	8:10	12:37	10:59	5:00	X	

UNTIL
Next days
X mark Xed
but w/
"NO INFO"

Playground Rules

Lion's den:

- If lawn not mowed do not use
- Pick up all items at the end of the time outside, everything off grass. Put away neatly.
- Eyes on kids at all times
- Must leave shoes on
- Keep Deck Box Locked – Teacher Touch Only
-

Main playground

- Use equipment correctly (i.e. on the correct side of bars, not on roofs)
- Rocks stay on the ground or in the buckets. No Throwing
- Sticks are to be thrown over the fence if using un-safely
- Gate is for "Teacher Touch Only"
- If the child cannot reach they are not allowed to use the equipment
- Empty shoes and pockets of rocks before going inside
- Shoes must remain on feet at all times
- Toys should remain on the main level and not brought onto the equipment
- No climbing the fence
- Clean up at the end of playtime. All items put away neatly
- Staff in doorway when child uses potty.
- Safe, Kind, Respectful
- Keep Deck Box Locked – Teacher Touch Only

Fellowship hall rules

- Feet on the floor.
- Do not throw toys or touch at walls or ceiling. This includes items on them.
- Stay off the stage unless it is meal or activity time if you are not a School Ager
Use taped lines as a guide. Counter is Teacher Touch Only.
- Safe, Kind, Respectful
- No drinks from fountain(Except when only school age)

Staff Tasks:

Fellowship Hall/Playground

- Parent Greeter, clipboards, keep track of ratios
- Supervising quadrants
- Runner

Meals

- Stage helper
- Line helper
- Divide tables per teacher
- Buckets and dismiss kids
- Help clean hands and faces
- Supervise floor

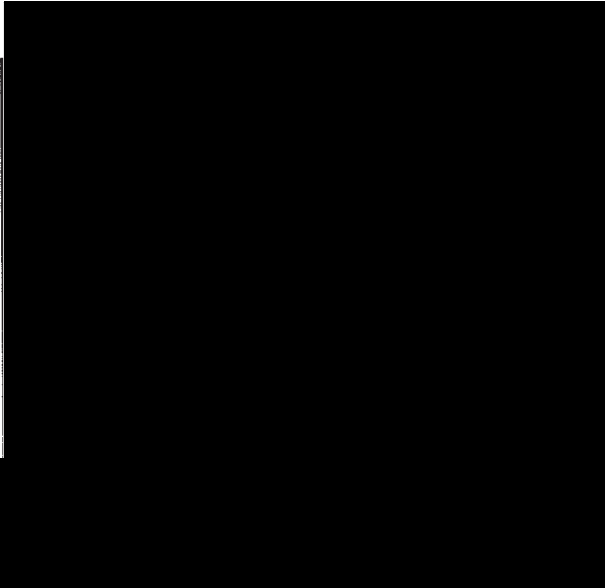
*****Remember to do Head Counts every time you enter a play area or leave a play area! *****

Baby Room

Nov 27-
Dec 1st,
2017
Week of:

Child's Name

BirthDay



Monday

Tuesday

Wednesday

Thursday

Friday

In	Out	In	Out	In	Out	In	Out
8		8		8		8	

NO OTHER MARKS MAY BE USED	
Check In = Enter Time Child Arrived	IE: 9:39
Check Out = Enter time child Left	IE 4:37
Blank - Child has not arrived/No communication from Parent	
X = Child Not Here That Day	X
"Classroom Name" = Child is in another classroom due to transitioning"	"Tods"

School Age

Week of: Dec 4-8, 2017

Child's Name	Birthday	Monday		Tuesday		Wednesday		Thursday		Friday		NO OTHER MARKS MAY BE USED		
		In	Out	In	Out	In	Out	In	Out	In	Out			
[Redacted]	[Redacted]											Check In = Enter Time Child Arrived	IE: 9:39	
			X		X		X		X		X	Check Out = Enter time child Left	IE 4:37	
													Blank - Child has not arrived/No communication from Parent	
													X = Child Not Here That Day	X
													"Classroom Name" = Child is in another classroom due to transitioning"	"Tods"
		10	7	10	7	10	7	10	7	10	7			

Kids go to Springville at 8:30 am. They are picked up at 4:05 pm each day

School Age



NO OTHER MARKS MAY BE USED		
Check in = Enter Time Child Arrived		IE: 9:39
Check Out = Enter time child Left		IE: 4:37
Blank - Child has not arrived/No communication from Parent		
X = Child Not Here That Day		X
"Classroom Name" = Child is in another classroom due to transitioning"		"Tods"

X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X

School Age

<p>NO OTHER MARKS MAY BE USED</p> <p>Check In = Enter Time Child Arrived</p> <p>Check Out = Enter time child Left</p> <p>Blank - Child has not arrived/No communication from Parent</p> <p>X = Child Not Here That Day</p> <p>"Classroom Name" = Child is in another classroom due to transitioning"</p> <p>"Tods"</p>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Kids go to Springville at 8:30 am. They are picked up at 4:05 pm each day