



March 23, 2018

WESTSIDE EARLY CHILDHOOD –
PADDOCK ROAD EARLY CHILDHOOD CENTER
The Westside Community Schools Foundation, Inc., Owner
Stephanie A. Cutler, Director
3535 Paddock Road
Omaha, NE 68124

Dear Ms. Cutler:

In accordance with the letter written by Jo Pfeiffer, Child Care Licensing Supervisor, on March 19, 2018, the original License of Westside Early Childhood-Paddock Road Early Childhood Center 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 March 13, 2018, and it will remain in effect until September 13, 2018. Upon completion of this term, a new license will be issued to the Center.

At this time we ask that you submit the current license of Westside Early Childhood-Paddock Road Early Childhood 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.

[Redacted Signature]

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

THE WESTSIDE COMMUNITY SCHOOLS FOUNDATION INC
is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an
Operating **Child Care Center**
located at: **3535 PADDOCK RD OMAHA NE 68124**

A maximum of **99** children in ages **3 YRS** to **13 YRS** may be in attendance at any one time during the hours of **0630** to **1800** on **MTWTHF**.

WESTSIDE EARLY CHILDHOOD - PADDOCK ROAD EARLY CHILDHOOD CENTER owned by
THE WESTSIDE COMMUNITY SCHOOLS FOUNDATION INC is hereby issued License No.
CCC7564

whose status is **Active-Corrective Action Status** effective from **03/13/2018**

Amended: **03/23/2018**

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
March 23, 2018.



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

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

March 19, 2018

CERTIFIED MAIL

Westside Community Schools Foundation
Westside Early Childhood-Paddock Road
Early Childhood Center owned by Westside
Community Schools Foundation
3535 Paddock Road
Omaha, NE 68124

Dear Ms. Cutler:

The Nebraska Department of Health and Human Services, Office of Children's Services Licensing received your Plan of Correction. The attached corrective action plan has been reviewed and approved effective 3-13-2018.

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. The license status will be effect for a period from the date of approval, 3-13-2018 to 9-13-2018.

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

If you have questions regarding this letter, please contact Lori Anderjaska, Child Care Inspection Specialist at 402-595-3856 or me at 402-595-3335.

Sincerely,

[Redacted Signature]
Jo Pfeiffer, Child Care Licensing Supervisor
Children's Services Licensing
Nebraska State Office Building, 3rd Floor
1313 Farnam St.
Omaha, NE 68102

cc: Dawn Kozak, Child Care Licensing Specialist
Lori Anderjaska, Child Care Licensing Specialist
Gina Ewing, Staff Assistant
Resource Development, Nebraska Department of Health and Human Services

FEB 22 2018

RECEIVED

Plan of Correction for Paddock Road incident from October 30th, 2017:

1. Identification of issue(s) of concern:

NAC 3-006.03A Department Determination In pertinent part:

...behavior that shows an inability or unwillingness to comply with laws or regulations

NAC 3-006.19 Supervision of Children

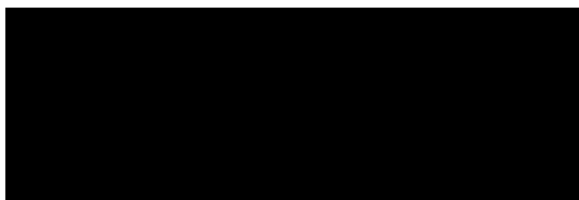
Adequate and appropriate supervision must be provided to children at all times children are in attendance, including during outdoor play. Ultimate responsibility for supervision rests with the licensee.

2. Provisions for how you will correct and maintain compliance: **The child was placed on a Behavior Intervention Plan, review and maintain the Revised Transitioning and Supervision Procedures, we will continue to use our Transition sheets to track and count students for EVERY transition. (Please see attached documents)**

3. Specify the written documentation to be provided to the Department: **copies of the Behavior Intervention Plan, Revised Transitioning and Supervision Procedures, transition sheets**

4. Identify who is responsible (include position titles) for corrections and maintenance of compliance: **Stephanie Cutler, Site Director**

5. Timelines: **effective immediately**



Signature

2/20/18

Date

Behavior Intervention Plan:

FEB 22 2018

Date: 10/31/2017
Child's Name: Adrian Schremser
D.O.B.: 4/5/2010
Guardian's Names: Natalie Schremser, Roman Schremser
Classroom: Club 66

RECEIVED

Prior Communication:

- Adrian left the building and school grounds and went home, during a transition from the gym to the classroom, during Club on 10/30/2017

Target Behavior:

Primary-staying with the assigned group at all times to prevent a safety or supervision concern.

Staff support:

- Staff will support Adrian by :
 - we will remind him each day the importance of staying with the group and making sure he gets permission from a teacher to leave an area (classroom, gym, playground)
 - personally walk him to and from the gym and classroom locations in the building, as well as outdoors, weather permitting.
 - He will be placed in the front of the line or next to a teacher, for each and every transition.

Outcome:

As a result of the documented behavior previously reported, Adrian is being placed on a Behavior Improvement Plan as follows:

What is expected:

Adrian is expected to use staff prompts and supports to prevent leaving the building or playground. He will be personally escorted to and from each location. If Adrian leaves the building or playground, he will be dis-enrolled from the Early Childhood/Club 66 Program.

Parent's Tips for Connecting

Parents will work on reinforcing WECC's policies and procedures for making sure that their children remain with the staff in our care, until a parent arrives to the location of the children and signs them out.

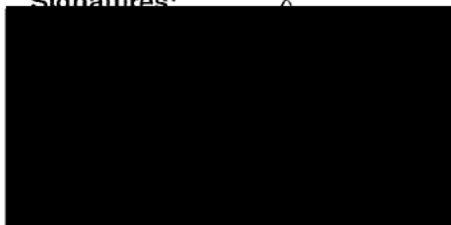
Parents will promote safety procedures with walking to and from home and school together each day.

Plan for Collaborating with Parents:

Club staff will implement a point card at school for successes in remaining in Club care until signed out by the parent picking up.

Adrian and siblings will not be released from Club care to the parent(s) until they are signed out.

Signatures:



Stephanie Cutler (Site Director)

u/1/17

Natalie Schremser (Mother)

u/1/17

Roman Schremser (Father)

11/1/17

Effective by November 3, 2017

FEB 22 2018

REVISED TRANSITIONING AND SUPERVISION PROCEDURES:

RECEIVED

-We will continue to use our transition sheets and be sure that we are marking the children for EVERY transition that takes place every day.

*The transition sheets state the reminder that: "Children may never be left unattended or unsupervised at any time (this includes exiting the classroom to access the hallway, exiting the classroom to access the playground, exiting the classroom to go to the gym, entering the building from the playground, etc...)"

-Teachers will continue to communicate via walkie talkies to be sure that we know where all children and staff are at all times

-When transitioning students, the teachers will walk the children to the destination that they are going.

-We will remind all students that they are to stay in the classroom, gym, or playground until they ask a teacher permission to go elsewhere.

-When split into groups, the children will be allowed to transition from the classroom to the gym and vice versa, in groups, accompanied by a teacher.

-Child(ren) will not be released until the parent has come to the location of the child and signed them out.

Staff signatures:



Playground Safety Checklist

Please initial when each item has been inspected. Please report any safety hazards immediately.

	Surfaces around playground equipment have 9 inches of wood chips, mulch, sand or pea gravel
	There is no dangerous hardware, like open "S" hooks, protruding bolt ends or sharp edges
	No tripping hazards, like exposed concrete footings, tree stumps, rocks
	No trash or hazardous materials such as broken glass, cans, or metal pieces
	Steps on climbers are in good condition and handrails are secure
	Swing seats are not worn & do not have metal parts exposed
	Moving equipment rotates smoothly
	wood equipment is free from splinters
	Plastic equipment is free from crack or holes
	Metal equipment is free from rust
	Equipment is free from head entrapments or noticeable gaps
	Play area is free from graffiti

Area of concerns reported:

Corrective action taken:

Signature:

Date:

FEB 22 2018

		Teachers are responsible for checking each child IN and OUT. Check should be done at EVERY transition.										
RECEIVED	Date:	Where:										TIME OUT
		TIME IN										
1	Child's Name:											
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30	Total Enrolled											
	TOTAL											
Transition Key: SP	Restroom: RR	Playground: PG	Classroom: CR	Gym: G	Safety Patrol:							

Teachers Name	Time IN	Time OUT

Supervision Reminders:
 Children may never be left unattended or unsupervised at any time (this includes exiting the classroom to access the hallway, exiting the classroom to access the playground, exiting the classroom to go to the gym, entering the building from the playground, etc..) If you are unsure of who a pick up person is, it is your responsibility to stop and ID them. Check the authorized pick up list on your clipboards.

NOTES:



February 13, 2018

CERTIFIED MAIL and REGULAR MAIL

Westside Community Schools Foundation
Westside Early Childhood-Paddock Road
Early Childhood Center owned by Westside
Community Schools Foundation
3535 Paddock Road
Omaha, NE 68124

Dear Ms. Cutler:

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 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 10-31-2017 Stephanie Cutler, Director of Westside Early Childhood- Paddock Road Early Childhood Center, notified Child Care Inspection Specialist, Dawn Kozak to report a 7 year old child had left the facility without staff's knowledge and walked to his home, located behind the school.

An investigation by the Department determined the child left the facility during transition time when children were to walk from the gymnasium to a classroom. The child lives in a home directly behind the school and the backyard is adjacent to the school property. Until the child's parent arrived, approximately five minutes after transition time, Cutler and staff were not aware child had left the building.

REGULATORY BASIS:

NAC 3-006.03A Department Determination In pertinent part:

The Department may deny or take action against a license if an individual is found to have.... behavior that shows an inability or unwillingness to comply with laws or regulations.

NAC 3-006.19 Supervision of Children

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 operating 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) of 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.

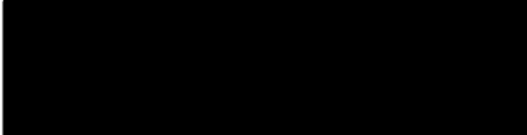
Please submit your written Plan of Correction to Lori Anderjaska, Child Care Inspection Specialist, Division of Public Health, Nebraska Department of Health and Human Services, Office of Children's Services Licensing, 1313 Farnam St, 3rd Floor, Omaha, NE 68102 **within ten calendar days after you receive 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 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 any questions regarding this letter, please contact Jo Pfeiffer, Child Care Licensing Supervisor at 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:

Lori Anderjaska, Child Care Inspection Specialist
Chris Kort, Administrative Assistant
Office of Children's Services Licensing, Central Office

INSPECTION COMPLIANCE REVIEW

Nebraska Department of Health and Human Services
 Division of Public Health
 Licensure Unit

Department of Health & Human Services



TO BE COMPLETED BY CHILD CARE INSPECTION SPECIALIST			
Facility Name and Physical Address Westside Early Childhood - Paddock Road Early Childhood Center owned by the Westside Community Schools Foundation 3535 Paddock Road Omaha, NE 68124	Licensee CCC7564 The Westside Community Schools Foundation INC	Time of Visit NA	
	Telephone <u>402-697-4865</u>	Date of Visit NA	
Child Care Inspection Specialist/Telephone Number Lori Anderjaska - 402-595-3856	Purpose of Visit Self report	Type of Facility Child Care Center	
STANDARDS VIOLATED			
3-006.19 Supervision of Children. 3-006.03A5 Department Determination.	3-006.19 Supervision of Children 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. 3-006.03A5 In pertinent part: The Department may deny or take action against a license if an individual is found to ...have a history of convictions or behavior that shows an inability or unwillingness to comply with laws or regulations.		
NARRATIVE: Narrative must include observation, discussion, action needed and date corrections are to be made by.		Correct By	Actual Date Corrected
SELF REPORT of violations of Child Care Center regulations 10-31- 2017 10-31-2017 Stephanie Cutler, Director of Westside Early Childhood- Paddock Road Early Childhood Center, emailed Child Care Inspection Specialist, Dawn Kozak to report a child had left the facility and staff were unaware he had left. The child walked to his home. A parent was home and immediately came to the Child Care Center to inform Cutler and to notify her that the child had made it home. Staff were unaware the child had left the facility. OBSERVATIONS/FINDINGS 10-31-2017 Cutler emailed Kozak details of the incident. 11-2-2017 Douglas County Assessor's site accessed to determine distance from school to child's home. 11-3-2017 Cutler emailed Child Care Licensing Supervisor, a timeline of events on date of incident. In addition, Cutler emailed the following: 1. Behavior Intervention Plan to be used for the child named in this incident effective 10-31-2017. 2. Personnel Action Form completed by Westside Child Care Human Resources 3. Revised Transitioning and Supervision Procedures signed by all staff.			

<p>3-006.19 Supervision of Children</p>	<p>3-006.19 Supervision of children Substantiated</p> <p>Department Decision Pending</p>	
<p>3-006.03A5 Department Determination</p> <p>Cutler reported on 10-30-2017, a 7 year old male, who is in second grade, left the school and walked to his home. Child care staff were unaware that he had left the building until the child's parent came to the center. Parent stated they were at home when the child arrived. The parent took his other two children home for the day.</p> <p>Cutler provided a written narrative of the events. She stated a total of 47 children were in care. Twenty three (23) were in the gym and fourteen (14) were in the Club 66 classroom. Two teachers were in each area as well. Cutler was one of the teachers in the Club 66 Classroom. Cutler reported at approximately 4:25 p.m. staff from the gym used a walkie-talkie to communicate with Cutler that three students were coming up to the Club 66 classroom from the gym. One of those students was the 7 year old male. Cutler walked to the door of her classroom to wait for the students. The gym staff member, Katy Salinas, walked the children up the steps to the level the classroom is on and stood at the top of the steps to view the children walking to the classroom. When Salinas saw the children get to the Club 66 room, she returned to the gym. Cutler states she viewed the children and was ready to greet them she was approached by a parent picking up her children. The parent asked Cutler a question. Cutler answered the question and assisted the parent. When she was done answering the question, within approximately 5 minutes, the parent of the 7 year old arrived at the school and reported the child was at home and was safe.</p> <p>Cutler stated during the previous school year the boy named in this incident had been placed on a Behavior Intervention Plan because he would often run away from his group. The plan was only good for the previous school year and did not carry over to the current year as plans are written for the school year in which the behavior occurs. The child had never run home in 2016. Cutler stated in May of 2016 the child would try to run from the playground but staff had always been able to stop him. There had been no running behaviors noted during the 2017 fall semester until this date.</p> <p>Douglas County Assessor's site and Google maps shows the child's home is directly behind the school. Cutler also provided the family's</p>	<p>3-006.03A5 Department Determination Substantiated</p> <p>Department Decision Pending</p>	

address and stated the school property boundary and the child's backyard property line are adjacent to one another. The child would not have to cross a street or be near traffic to get to home.

Based on documentation and information provided by Cutler, CCIS determines protocols for transitioning children from one area of the center to another were not followed on day in question. Cutler did not accurately account for children moving from the gym to the Club 66 classroom as she was trying to assist a parent instead of having the parent wait until the transition time was complete and all children were situated in the classroom. As a result one child managed to leave the facility unnoticed. Although there had not been incidents with this child leaving the group during the 2017 school year, last school year the child had left his group on multiple occasions.

As a result of this recent incident additional supervision measures have been put in place for transition periods and staff are to assure transitions are completed without distraction.

Although immediate action was taken to reduce the chance of similar incidents in the future CCIS does find the child care center was out of compliance with regulations on 10-30-2017.

CCIS SUBSTANTIATES a violation of Regulation 3-006.19 Supervision of Children.

CCIS SUBSTANTIATES a violation of Regulation 3-006.03A5 Department Determination.

DEPARTMENT DECISION PENDING

Revised Compliance Review mailed 2-13-2018/LA
2-13-2018 Notice of Corrective action status mailed to provider
2-22-2018 CAS plan received by Dept.
3-13-2018 CCIS and Supervisor, Jo Pfeiffer reviewed plan. Plan approved.
3-21-2018 Licensee mailed notice of approval.
Corrective action status effective 3-13-2018 to 9-13-2018.

2-28-2018 PROVIDER COMMENTS

A Provider may submit written comments to be attached to this form.

CC-0917A Rev. 11/04

February 13, 2018

CERTIFIED MAIL and REGULAR MAIL

Westside Community Schools Foundation
Westside Early Childhood-Paddock Road
Early Childhood Center owned by Westside
Community Schools Foundation
3535 Paddock Road
Omaha, NE 68124

Dear Ms. Cutler:

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 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 10-31-2017 Stephanie Cutler, Director of Westside Early Childhood- Paddock Road Early Childhood Center, notified Child Care Inspection Specialist, Dawn Kozak to report a 7 year old child had left the facility without staff's knowledge and walked to his home, located behind the school.

An investigation by the Department determined the child left the facility during transition time when children were to walk from the gymnasium to a classroom. The child lives in a home directly behind the school and the backyard is adjacent to the school property. Until the child's parent arrived, approximately five minutes after transition time, Cutler and staff were not aware child had left the building.

REGULATORY BASIS:

NAC 3-006.03A⁵ Department Determination In pertinent part:

The Department may deny or take action against a license if an individual is found to have.... behavior that shows an inability or unwillingness to comply with laws or regulations.

NAC 3-006.19 Supervision of Children

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 operating 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) of 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.

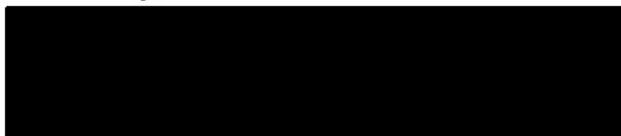
Please submit your written Plan of Correction to Lori Anderjaska, Child Care Inspection Specialist, Division of Public Health, Nebraska Department of Health and Human Services, Office of Children's Services Licensing, 1313 Farnam St, 3rd Floor, Omaha, NE 68102 **within ten calendar days after you receive 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 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 any questions regarding this letter, please contact Jo Pfeiffer, Child Care Licensing Supervisor at 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:

Lori Anderjaska, Child Care Inspection Specialist
Chris Kort, Administrative Assistant
Office of Children's Services Licensing, Central Office

October 28, 2014


WESTSIDE EARLY CHILDHOOD
PADDOCK ROAD EARLY CHILDHOOD CENTER
Kaycee Meister, Director
9030 Western Ave.
Omaha, NE 68114

Dear Ms Meister:

In accordance with the letter written by Jo Pfeiffer, Child Care Licensing Supervisor, on October 22, 2014, your original License to operate 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 October 22, 2014, and it will remain in effect until April 22, 2015. Upon completion of this term, a new license will be issued to you.

At this time we ask that you return your current license, within the next seven (7) days, to Marsha Wandersee in the Licensure Unit. If you have any questions, please contact Children's Services Licensing at (402) 471-9302.

Sincerely,



Becky Wisell, Administrator
Licensure Unit

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

THE WESTSIDE COMMUNITY SCHOOLS FOUNDATION INC

is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an
Operating Child Care Center
located at: 3535 PADDOCK RD OMAHA NE 68124

A maximum of 99 children in ages 3 YRS to 13 YRS may be in attendance at any one time during the hours of 0630 to 1800 on MTWTFH

WESTSIDE EARLY CHILDHOOD - PADDOCK ROAD EARLY CHILDHOOD CENTER owned by THE WESTSIDE COMMUNITY SCHOOLS FOUNDATION INC is hereby issued License No. CCC7564

whose status is Active-Corrective Action Status effective from 10/22/2014

Amended: 10/22/2014

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 October 20, 2014



Joseph M. Aclerno, M.D., J.D., Chief Medical Officer
Director, Division of Public Health
Department of Health and Human Services

391253



Division of Public Health

State of Nebraska
Dave Heineman, Governor

1801 North 73 ST, Omaha, NE 68114

October 22, 2014

Paddock Road Early Childhood Center
Director Kaycee Meister/Julie Oelke
9030 Western Ave
Omaha, NE 681114

Attn: Director Kaycee Meister

Dear Ms. Meister:

The Department of Health and Human Services, Office of Children's Services Licensing, received your corrective action plan and reviewed it on October 22, 2014.

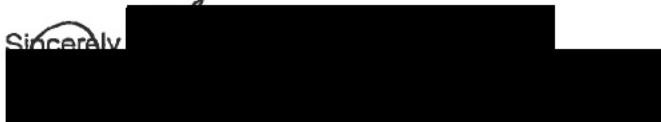
Your corrective action plan been approved effective October 22, 2014 and is attached. Your Corrective Action Status will be effective until April 22 2015.

A license indicating "Corrective Action Status" will be mailed to your facility, which you must post in a prominent place.

Compliance with the terms of the Corrective Action Status will be monitored by unannounced inspections to your facility by Child Care 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 Dawn Kozak at 402-595-3203 or Jo Pfeiffer at 402-595-3335.

Sincerely,


Jo Pfeiffer, Child Care Licensing Supervisor
Children's Services Licensing
Nebraska Department of Health and Human Services, Division of Public Health
1801 North 73rd Street
Omaha, NE 68114

/mm

cc: Gina Ewing, Staff Assistant II

Marsha Wandersee, Administrative Assistant II
Bob Cummings, Resource Development, Contract Management Division



Westside Early Childhood Centers

9030 Western Avenue Omaha, NE 68114 402.390.8207

Paddock Road Early Childhood Center Plan of Corrective Action

License: CCC7564

RE: 8/13/14 391 NAC 3-006.19 Supervision of Children:

Date of Incident: Wednesday, August 13, 2014

Time of Incident: 3:50PM-3:54PM

Location: Paddock Road Playground/Club 66 Classroom

Description of events: At 3:50 PM, as School Age students were lining up to enter the building I, Kaycee Meister, reminded the staff to complete their transition sheet checks. At the time of the incident there was a total of 26 children with 3 staff supervising. Jillian Bilyeu completed her sheet which included students in grades Kindergarten through 2nd grade. All of her students were accounted for. Kourtney Brown was also reminded to complete the transition sheet on her clipboard to ensure that all of those students, grade 3rd through 6th, were accounted for as well. At 3:54, three school age students, _____ came to the back door of the Club classroom and told the teachers that they were on the playground and didn't hear the teachers call to line up the class. When asked where they were on the playground, they said that they were on the play equipment.

Immediate Action Taken: Kourtney Brown, Louis Wilson, & Jillian Bilyeu have all received job counseling on Wednesday, August 13, 2014, regarding proper supervision procedures and the importance of using the transition sheets provided to ensure that a supervision issue does not arise again. Kourtney Brown was placed on probation for a 6 month period, during this time, she is expected to follow all policies and procedures related to supervision as well as all other WECC policies. Any violation of policy will result in further action up to and including separation of employment from WECC. She has reviewed & initialed the supervision policy outlined in the Westside Early Childhood Centers

policy manual, and has acknowledged that she understands how to complete a transition sheet accurately. As of 8/15/14, Kourtney Brown is no longer employed with Westside Early Childhood Centers.

Corrective Action Plan:

1. Kourtney Brown is no longer employed with Westside Early Childhood Centers
2. The Center's staff have received additional training on appropriate playground supervision, use of transition sheets, been provided with a whistle for use while on the playground, been assigned zones of supervision on the playground.
 - a. Documentation of the additional training is attached and has been signed by staff. Copies of this documentation will be kept in the staff file maintained on site at Paddock Road.
3. Prior to working in the classroom, newly hired staff meet individually with Kaycee Meister to review the Supervision requirements of the State Licensing Standards as well as the NAEYC Standards. Training documentation will be maintained in the staff file.
4. Teachers follow center policy regarding the use of transition sheets & recording transitions, keeping an updated list of present students at all times. Transition sheets are reviewed throughout the day, and turned in each evening to ensure that the sheets are being used according to policy. When a discrepancy arises, it is addressed immediately by Kaycee Meister.



Division of Public Health

State of Nebraska
Dave Heineman, Governor

1801 North 73 ST, Omaha, NE 68114

September 9, 2014

CERTIFIED MAIL

C/O Julie Oelke, Westside Early Child Hood Program Director
Westside Early Childhood- Paddock Rd Early Childhood Center
9030 Western Ave.
Omaha Ne. 68114

Dear Ms. Oelke:

Nebraska Revised Statutes, section 71-1911 (4), of the Child Care Licensing Act, provides the department may place a license on Corrective Action Status.

FACTS: A self-report was made to Children's Services Licensing by Kaycee Meister, the Director of Westside Early Childhood-Paddock Road Early Childhood Center. Meister reported that on August 26, 2014 there were twenty six school age child care children and three staff on the playground at Paddock Road Early Childhood Center. At approximately 3:50 PM the children were returning to the building and teacher, Kourtney Brown, indicated on her transition checklist that all of her assigned children were accounted for. At approximately 3:54 PM, three 4th graders knocked on the child care center door and stated they had been outside on the playground and had not noticed everyone else had come in. Ms. Brown was the teacher assigned to the 3 children that were left outside unattended for a minimum of 4 minutes. Ms. Brown did not realize these children were not in her group until they came back into the program themselves.

REGULATORY BASES:

391 NAC 3-006.03A5 Department Determination

The Department may deny or take action against a license if an individual is found to havea history of convictions or behavior that shows an inability ...to comply...with regulations.

391 NAC 3-006.19 Supervision of Children

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.

DETERMINING CORRECTIVE ACTION STATUS:

The Department may place a provisional or operating license on a non-disciplinary Corrective Action Status for up to six months if:

- (a) The licensee is unable to comply with all licensure requirements and standards or has a history of non-compliance
- (b) The effect of the non-compliance 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

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

CORRECTIVE ACTION STATUS: PLAN OF CORRECTION

Corrective action status is voluntary and the decision regarding the 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.

Your written plan of correction must:

- 1) Identify the issue(s) of concern
- 2) Identify who is responsible for corrections and maintenance of compliance
- 3) Include timelines; and
- 4) Specify the documentation to be provided to the Department.

- 5) Plan should include provision for providing adequate and appropriate supervision at all times children are in care at your program. Plan should specifically address appropriate supervision during outside activities, and transitioning times.

- 6) Plan should include written procedures to ensure all children are supervised and accounted for at all times while in your care.

Please submit your written Plan of Correction to Dawn Kozak, Child Care Inspection Specialist, Nebraska Department of Health and Human Services, Office of Children's Services Licensing, 1801 North 73rd Street, Omaha, NE 68114 **within ten calendar days** after you receive this letter.

FAILURE TO SUBMIT CORRECTIVE ACTION PLAN:

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:

- (a) Issue a probationary (disciplinary) license;
- (b) Suspend or revoke a provisional, probationary, or operating license;
- (c) 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 effective date of finding violation, for each day the program is in violation;
- (d) Establish restrictions on new enrollment of the program;
- (e) Establish restrictions or other limitations on the number of children, or the age of the children served in this program; or
- (f) Establish other restrictions or limitations on the type of service provided by the program.

If you have questions regarding this letter, please contact Dawn Kozak, Child Care Inspection Specialist at 402-595-3203 or Jo Pfeiffer, Child Care Licensing Supervisor at 402-595-3335.

Sincerely,


Jo Pfeiffer, Child Care Licensing Supervisor
Children's Services Licensing
1801 North 73rd Street
Omaha, NE 68114

Cc: Dawn Kozak, Child Care Inspection Specialist
Marsha Wandersee, Administrative Assistant II
Bob Cummings, Resource Development, Contract Management Division
Kaycee Meister, Director