

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

May 19, 2017

WESTSIDE EARLY CHILDHOOD/
PRAIRIE LANE EARLY CHILDHOOD PROGRAM
The Westside Community Schools Foundation, Inc., Owner
Stephanie Humphrey, Director
9030 Wertern Ave.
Omaha, NE 68114


Dear Ms. Humphrey:

In accordance with the letter written by Jo Pfeiffer, Child Care Licensing Supervisor, on May 17, 2017, the original License of Westside Early Childhood-Prairie Lane Early Childhood 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 May 17, 2017, and it will remain in effect until November 17, 2017. Upon completion of this term, a new license will be issued to the Child Care Center.

At this time we ask that you submit the current license of Westside Early Childhood-Prairie Lane Early Childhood by return mail, within the next seven (7) days, to DHHS, Division of Public Health, Licensure Unit, Attn: Marsha Wandersee, 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

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: **11444 HASCALL ST OMAHA NE 68144**

A maximum of **124** children in ages **18 MOS** to **13 YRS** may be in attendance at any one time during the hours of **0630** to **1800** on **MTWTHF**.

WESTSIDE EARLY CHILDHOOD - PRAIRIE LANE EARLY CHILDHOOD owned by **THE WESTSIDE COMMUNITY SCHOOLS FOUNDATION INC** is hereby issued License No. **CCC7585** whose status is **Active-Corrective Action Status** effective from **05/17/2017**

Amended: 05/17/2017

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 **May 19, 2017**.



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

May 17, 2017

CERTIFIED MAIL

Westside Early Childhood/
Prairie Lane ECC
11444 Hascall Street
Omaha, NE. 68144

Dear Stephanie Humphrey, Director/Julie Oelke, ECC Program Director:

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 05/17/2017

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 in effect for a period from the date of approval, 05/17/2017 to 11/17/2017.

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 Dawn Kozak, Child Care Inspection Specialist at 402-595-3206 or me.

Sincerely, *J.P.*

J.P.
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 Inspection Specialist
Marsha Wandersee, Administrative Assistant II

Corrective Action Plan

Prairie Lane Early Childhood Center Playground Incident 3/27/17

391 NAC 4-006.19 Supervision of Children...Adequate and Appropriate supervision must be provided to children at all times children are in attendance, including during outdoor play.

- PrairieLane ECC teachers will continue to do their 5 minute counts while out on the playground as well as their 30 minute counts while in the building. *(Effective Immediately)*

- Prairie Lane ECC teachers will know where their assigned area is on the playground prior to taking the children out. Making sure that all areas of the playground will be supervised at all times. *(Diagram A attached) ... (Effective 3/28/17)*

- Prairie Lane ECC teachers will attend a Playground Supervision Training given by Katie Krause at Douglas/Sarpy Extension within 30 days. *(Will be completed by 5/10/17)*

391 NAC 3-006.02 Site Director Requirements...Be responsible for the center's compliance with rules and regulations.

- Site Director, Stephanie Humphrey met with each classroom to explain the "assigned areas" on the playground that the staff will be responsible for covering. *(3/27/17 & 3/28/17)*

- Site Director, Stephanie Humphrey has contacted Nebraska Douglas/Sarpy Extension Office to schedule a Playground Safety Inservice for all staff at the center. Working with Katie Krause at Extension office to get a date that trainer will be available. *(Will be completed by 5/10/17)*

- Site Director, Stephanie Humphrey will verify that staff is in place while they are out on the playground by doing a 15 minute check of staff placement. Site Director, Stephanie Humphrey will keep record of each group as they are on the playground. *(Diagram B attached) (Effective 4/11/15)*

391 NAC 3-006.01 Licensee Requirements: Ensure the center is administered and managed appropriately. Maintain compliance with all applicable state statutes and school-age only regulations.

Julie Oelke (Program Director) has made it mandatory for Stephanie Humphrey (Site Director) to attend NDE's "Supervision of Children" training on Friday, April 28th from 9:00-11:00am.

Julie Oelke (Program Director) will meet with Site Director Stephanie Humphrey on Thursday, April 13th to review WECC and DHHS policies and procedures to ensure appropriate site administration and management. (See Attachment)

Stephanie Humphrey (Site Director) will continue to have monthly meetings with Julie Oelke (Program Director) to monitor her progress on achieving her goal of "adequate and appropriate supervision."

Julie Oelke (Program Director) will conduct two unannounced observations (one in April, one in May) to ensure and document the procedures outlined in the Supervision of Children section of this corrective action plan are being fulfilled (observation documentation will be provided to Dawn each month).

March 31, 2017

Certified Mail and Regular Mail

Westside Early Childhood/
Prairie Lane EC
Omaha, NE. 68144

Dear Julie Oelke, Licensee/Stephanie Humphrey, Director:

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 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
The Licensee has a written plan of correction that has been approved by the department.

FACTS:

On 3/27/2107, A 5 yr. old male child, without staff's knowledge, climbed the playground fence, and then returned to the building without playground staff's knowledge. This child was unsupervised during this time, estimated to be not more than 5 minutes.

REGULATORY BASES:

391 NAC 3-006.01 Licensee Requirements:

Ensure the center is administered and managed appropriately.
Maintain compliance with all applicable state statutes and school-age only regulations.

391 NAC 3-006.02 Director Requirements

Be responsible for the center's compliance with rules and regulations.

391 NAC 4-006.19 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 six (6) months.

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. 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 Dawn Kozak Child Care Inspection Specialist, Nebraska Department of Health and Human Services, Office of Children's Services Licensing, 1313 Farnam Street, 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 effective date of finding violation, for each day the program is in violation;
4. Establish restrictions on new enrollment of the program;
5. Establish restrictions or other limitations on the number of children, or the age of the children served in this program; or
6. Establish other restrictions or limitations on the type of service provided by the program.

If you have questions regarding the 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
Office of Children's Services Licensing
1313 Farnam St., 3rd floor
Omaha, NE 68102

CC Dawn Kozak, Child Care Inspection Specialist
Marsha Wandersee, Administrative Assistant II
Heather Stryker, DHHS Resource Developer Supervisor

May 7, 2012


WESTSIDE EARLY CHILDHOOD
PRAIRIE LANE EARLY CHILDHOOD
11444 Hascall Street
Omaha, NE 68144

Dear Stephanie Humphrey, Director:

In accordance with the letter written by Jo Pfeiffer, Child Care Licensing Supervisor, on May 1, 2012, 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 April 20, 2012, and it will remain in effect until October 20, 2012. 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 ten (10) days, to Marsha Wandersee in the Licensure Unit. If you have any questions, please contact Child Care Licensing at (402) 471-9302.

Sincerely,


Helen L. Meeks, Administrator
Licensure Unit

HLM/dcp

cc: Child Care 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

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: **11444 HASCALL ST OMAHA NE 68144**

A maximum of **124** children in ages **18 MOS** to **13 YRS** may be in attendance at any one time during the hours of **0700** to **1800** on **MTWTHF**

WESTSIDE EARLY CHILDHOOD - PRAIRIE LANE EARLY CHILDHOOD is hereby issued License
No. **CCC7585**

whose status is **Active-Corrective Action Status** effective from **04/20/2012**

Amended: **04/20/2012**

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
May 7, 2012.



Medical Officer, Director
Division of Public Health, Department of Health and Human Services

200402



Division of Public Health

State of Nebraska
Dave Heineman, Governor

1801 North 73 ST, Omaha, NE 68114

May 1, 2012

Westside Early Childhood Prairie Lane Early Childhood Center
11444 Hascall Street
Omaha, NE 68144

Attn: Director, Stephanie Humphrey

Dear Ms. Humphrey:

The Department of Health and Human Services, Office of Children's Services Licensing, received your corrective action plan on April 6, 2012. Your final corrective action plan received on April 20, 2012 has been approved effective April 20, 2012, and is attached. Your Corrective Action Status will be effective until October 20, 2012.

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 Nancy Foral at 402-595-3346 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
Dawn Kozak, Child Care Inspection Specialist
Nancy Foral, Child Care Inspection Specialist

Prairie Lane Early Childhood Center
Corrective Action Plan for Toddler Room 2012

**** Corrections ****

Received by DPH
APR 20 2012

Here are the corrections I have made to the Corrective Action Plan previously submitted:


- Instead of "Head Counts", I have submitted a schedule of when the staff will do a mandatory check of each child present in the room. I have also included the check list for them to perform these checks.

- A "Director's Daily Verification Log" has been created to verify that the staff is doing the requested checks for all rooms

- When the children go outside or to the gym for large motor time, I have created an "Outside/Large Motor 5 Minute Count Sheet" that is to be done in addition to the scheduled checks.

- A "Safety Training Verification Form" is attached for documentation of all trainings completed for the Corrective Action Plan

• • All of the above documentation as well as the previously submitted documentation will be kept updated in the Director's Office in a binder that will be readily available to verify at any time! • •


Stephanie Humphrey
Prairie Lane Early Childhood Director
402-390-8208
4/20/2012

Received by: DPH

Prairie Lane ECC Daily Check Log...Toddler Room

APR 20 2012 **Date** _____
Time _____



Westside Early Childhood Centers

11444 Hascall Street Omaha, NE 68144 (402) 390-8207

Safety Training Verification Form:

Topic:

Presenter:

Content Description of Session:

Date:

Time:

Signature of Attendance:

Oakdale Early Childhood
9801 W. Center Road 68124
(402) 390-8206

Prairie Lane Early Childhood
11444 Hascall St. 68144
(402) 390-8209

Rookbrook Early Childhood
2514 South 108th St. 68144
(402) 390-8208

Sunset Early Childhood
9503 Walnut St. 68124
(402) 390-8203

Westbrook Early Childhood
1414 Robertson Drive 68114
(402) 390-8208

Westgate Early Childhood
7802 Hascall St. 68124
(402) 390-8202

Hillside Before & After
7500 Western Ave. 68114
(402) 390-3320

Loveland Before & After
8201 Pacific St. 68114
(402) 390-2298

Paddock Road Before & After
3825 Paddock Road 68124
(402) 390-2297

Swanson Before & After
8801 Harnley St. 68114
(402) 390-3324

Received: DFM
APR 20 2012

Outside/Large Motor 5 Minute Count Sheet

Date _____ AM Outside/Large Motor
Counts are to be taken every 5 min

Date _____ PM Outside/Large Motor
Counts are to be taken every 5 min

Initial # _____

Initial # _____

Staff Signiture

Staff Signiture

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Time _____ # _____ Initials _____

Ending # _____

Ending # _____

Staff Signiture

Staff Signiture

Notes **Please note times of children's arrival if during outside/large motor time**

Notes **Please note times of children's arrival if during outside/large motor time**

Please hand this form in at the end of each day!

Schedule of Mandatory Classroom Checks...Toddler Room

8:00am Before Breakfast

8:45am Diapering/Bathrooms

9:15am Circle Time

10:00am Diapering/Bathrooms/Snack

10:50am Outside/Large Motor

Head count Sheet MUST be completed while outside!

11:20am Returning to Room

11:40am Diapering/Bathrooms

12:00pm Lunch

12:20pm End Lunch/Diaper Check/Bathrooms

12:45pm Rest Time

1:30pm Rest Time

2:30pm Diapering/Bathroom

3:00pm Snack

3:30pm Activity Centers

4:00pm Outside/Large Motor

Head count Sheet MUST be completed while outside!

4:30pm Returning to Room

4:45pm Combine with Preschool Rooms

5:15pm Activity Centers

5:15pm Activity Centers

5:45pm Final Check

Received: DPP

APR 20 2012

Prairie Lane Early Childhood Center
Director's Daily Verification Log

Received by: EPT
APR 20 2012

Date _____

Initials

9:00am Initial Morning Check

of Children in Tod _____ Pre 1 _____ Pre 2 _____

10:00am Form Check

Tod _____ Pre 1 _____ Pre 2 _____

11:30am Form Check & Head Count

Tod _____ Pre 1 _____ Pre 2 _____

of Children in Tod _____ Pre 1 _____ Pre 2 _____

12:30pm Form Check

Tod _____ Pre 1 _____ Pre 2 _____

3:00pm Form Check & Head Count

Tod _____ Pre 1 _____ Pre 2 _____

of Children in Tod _____ Pre 1 _____ Pre 2 _____

4:00pm Form Check

Tod _____ Pre 1 _____ Pre 2 _____

5:00pm Form Check & Head Count

Tod _____ Pre 1 _____ Pre 2 _____

of Children in Tod _____ Pre 1 _____ Pre 2 _____

6:00pm Final Form Check

Tod _____ Pre 1 _____ Pre 2 _____

Director's Signature & Date

April 10, 2012

REGULAR AND CERTIFIED MAIL

Westside Early Childhood Prairie Lane Early Childhood Center
11444 Hascall Street
Omaha, NE 68144

Attn: Director, Stephanie Humphrey

Dear Ms. Humphrey:

The corrective action plan you submitted is **PARTIALLY** approved except for two specific areas: 1) the portions of the plan that refer to a "head count" being completed, and 2) the lack of written verification of specific training and meetings referenced in your plan .

REGARDING HEAD COUNTS:

- The department is asking that in lieu of a "head count" that your plan should specifically require staff to check off each child **BY NAME**, instead of just conducting a "count." Change your plan to include this condition and amend any forms being used to accommodate for this, as appropriate.
- Your written plan should also include that this documentation will be maintained on the childcare premises, to allow review by the Child Care Inspection Specialist during Monitor Inspections.

WRITTEN VERIFICATION OF TRAINING, MEETINGS, ETC:

The corrective action plan you submitted included staff reading, taking a test, and signing off on the "Safety First" document.

- Your plan must also include maintaining this documentation for each staff on the childcare premises, for Department review.

The plan you submitted also states mini-staff meetings will be held with toddler and preschool staff on April 9, 2012. You have stated ongoing "safety meetings" have been, and will continue to be conducted, to discuss any concerns that may arise, as well as review, what is already in place.

- Your plan must include written verification of which staff attended such training(s) and who presented the information.
- Your plan must include that this written documentation will be maintained on the child care premises to allow for department review.

I have enclosed the original plan you sent to the department for your convenience. **Please send the revised plan to the department within ten days of receipt of this letter.**

Sincerely,

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

Cc:

Nancy Foral, Child Care Inspection Specialist
Marsha Wandersee, Administrative Assistant II, Central Office
Bob Cummings, Resource Development Supervisor, Contract Management Division

Enc:

Prairie Lane Early Childhood Center Corrective Action Plan for Toddler Room 3018

- Toddlers will be counted before going out on the playground/leaving the classroom and before return to the classroom. *They will also be counted several time while outside of the classroom!! ALL rooms will use checklists to make sure all children are accounted for prior to leaving the room, during the time they are away from the room and prior to returning to the room! See Attached*

- In addition to the outside checklist, a transition log has been created to have ongoing account of the number of children present in the room. This will also be used in the Preschool rooms. *See Attached*

- Per the request of the parent who spotted the child, a new padlock has been place on the gates to the playground. This was done immediately to ensure that the gates will be secure for the children in our care.

- **ALL** staff will read and take the test and sign off on the "Safety First, Effectively Supervising Young Children Document. *See Attached*

- **ALL** staff will reread and sign off on the Child Care Center Standards and Policies for the Operation and Administration of the Westside Early Childhood Program. *See Attached*

- Toddlers and Preschoolers will continue to stagger their classes out on the playground so that only one group is out at a time! This will eliminate any confusion there might be with the # of children.

- Teachers will be spread out during transitions, so they are able to see all of the different areas of the room, playground and lines. This will also make them more accessible for the children.

- Teachers & Positions...

Toddler Room

Ashley C.....Teacher (7-3)
Taylor S.....Teacher (7:30-3:30)
Karen K....Teacher (8:30-4:30)
MeganP....Teacher (MWF 10:30-6/TTh 11:30-6)
Laura H.Teacher Aide (TTh 9-11:30)
Jillian S....Teacher Aide (MWF 9-10:30)
Tricia S....Teacher (3-6)

- All teachers in the Toddler **AND** Preschool Classrooms will be responsible for all parts of the Corrective Action Plan.


- Frequent head counts will be made by teachers while on the playground and in the classrooms in addition to the transition times in the log.

- A final head count will be made as the children are entering/reentering the classroom/playground to ensure all of the children are present.

APR 06 2012

• Timeline...

- Toddler^W teachers are already implementing a check-off sheet to during transitions from room to room/room to playground
- The complete Corrective Action Plan begins as of Monday April 9th.
- A mini staff meeting will be held in the morning on April 9th to inform the immediate Toddler staff what is expected of them as far as implementing the ~~plan~~ Transition Log.
- The Preschool Rooms will have mini staff meetings^S on April 9th as well to review all of the information that will be expected of them as well with the Transition Logs and they will also be given copies of the Child Care Center Standards and Policies for the Operation and Administration of the Westside Early Childhood Program to review and sign off on. They have already been given the Safety First Document to review and sign off on.
- Each Toddler teacher will be given a copy of the enclosed attachments to review.
- Ongoing "safety meetings" have been and will continue to be conducted to discuss any concerns that may arise as well as review what is already in place.
- In the event a new employee needs to be hired, as a part of their orientation they will receive the same detailed information that the current staff has received as well as a copy of the two enclosed attachments.
- To ensure that the Corrective Action Plan is being carried out, frequent observations of the check-off sheets and the playground will be made by the Director and monthly reviews with the staff of the plan will be made.


Stephanie Humphrey
Prairie Lane Early Childhood Director
402-390-8209
4/3/2012

APR 06 2012

PLECC 2012

Toddler...Outside

Prairie Lane Early Childhood Center
Toddler Room Daily Transition Log

APR 06 2012

Date _____	Staff Initials
8:30-9:00am Diapering/Bathroom (2-3 children at a time) # of Children _____ Roll Call Yes _____ No _____	<input type="text"/>
10:00-10:20am Snack Time/Diapering/Bathroom (2-3 children at a time) # of Children _____ Roll Call Yes _____ No _____	<input type="text"/>
10:50-11:30am Outside/Large Motor (out) # of Children _____ Roll Call Yes _____ No _____ (in) # of Children _____ Roll Call Yes _____ No _____	<input type="text"/> <input type="text"/>
11:40-12:00 Diapering/Bathroom (2-3 children at a time) # of Children _____ Roll Call Yes _____ No _____	<input type="text"/>
12:00-12:20pm Lunch Time # of Children _____ Roll Call Yes _____ No _____	<input type="text"/>
12:30-12:45pm Diaper Check/Bathrooms (2-3 children at a time) # of Children _____ Roll Call Yes _____ No _____	<input type="text"/>
12:45-2:30pm Nap Time # of Children _____ Roll Call Yes _____ No _____	<input type="text"/>
2:30-3:00pm Diapering/Bathroom (2-3 children at a time) # of Children _____ Roll Call Yes _____ No _____	<input type="text"/>
3:00-3:15pm Snack Time # of Children _____ Roll Call Yes _____ No _____	<input type="text"/>
3:30-4:15pm Outside/Large Motor (out) # of Children _____ Roll Call Yes _____ No _____ (in) # of Children _____ Roll Call Yes _____ No _____	<input type="text"/> <input type="text"/>
4:15-4:45pm Diapering/Bathroom (2-3 children at a time) # of Children _____ Roll Call Yes _____ No _____	<input type="text"/>
4:45-5:00pm Combine with Preschool Rooms # of Children _____ Roll Call Yes _____ No _____	<input type="text"/>
6:00 Center Closed	<input type="text"/>

APR 08 2012



Westside Early Childhood Centers

9030 Western Avenue Omaha, NE 68114 402.390.8207

I have reread and understand the Child Care Center Standards published by the Nebraska Department of Health and Human Services.

Employee Signature

Date

I have reread and understand the "Policies for the Operation and Administration of the Westside Early Childhood Program" established by the Westside Community Schools Foundation

Employee Signature

Date

I have read and understand Effectively Supervising Young Children.

Employee Signature

Date

Oakdale Early Childhood
9801 W. Center Road 68124
402.390.8206

Paddock Road Early Childhood
3595 Paddock Road 68124
402.390.2297

Prairie Lane Early Childhood
11444 Hascall St. 68144
402.390.8209

Rockbrook Early Childhood
2514 South 108th St. 68144
402.390.8208

Sunset Early Childhood
9503 Walnut St. 68124
402.390.8203

Underwood Hills Early Learning
9030 Western Ave. 68114
402.390.8218

Westbrook Early Childhood
1414 Robertson Drive 68114
402.390.8205

Westgate Early Childhood
7802 Hascall St. 68124
402.390.8202

Hillside Before & After
7500 Western Ave. 68114
402.390.3320

Loveland Before & After
8201 Pacific St. 68114
402.390.2298

Swanson Before & After
8601 Hamey St. 68114
402.390.3324

SAFETY FIRST

Effectively Supervising Young Children

Properly supervising children is vital to assuring safety in childcare centers and other settings where children gather. For early childhood programs, effectively supervising toddlers and preschoolers can be especially challenging.

The challenges of supervising children include the following: ineffective room arrangement; parents distracting you with long conversations; failing to conduct head counts; and ineffective supervision during activities, mealtimes, or daily routines. By consistently following supervision guidelines, you will be on your way to providing a safer place for the children in your care.

Setting the Environment

The set up of your environment contributes to the safety of children in your care and can facilitate proper supervision. Your environment should be arranged to assure a smooth traffic flow.

A smooth traffic flow enables the children more room to move around without bumping into one another. When children are able to move smoothly through the room, they feel less confined, and the chance of a mishap, such as a fall, is reduced.

To facilitate smooth traffic flow, arrange furnishings where you can easily see the children. Be sure that the furniture is not taller than the children and that it is spaced so that three or four children can play in an area.

Arrange furnishings in a manner that allows for multiple exits from each play area or learning center. Stabilize equipment or furniture so it will not be knocked over by the children.

Watch Children

Continual visual supervision assures that you actually see what is happening while the children are in your care. In some cases, you may prevent an incident that leads to injury.

When sitting or standing, position yourself where you can easily see each child. Frequently change your position by moving around the room and interacting with all of the children.

Be sure the required staff/child ratio is maintained at all times, both indoors and outdoors. Remember that you are ultimately responsible for the children in your care.

You should be actively engaged with children when you are in the classroom. This is not the time to do paperwork, check in books or get the days activity ready. All of these activities should be done before you are staffed in with children or at rest time.

Ratios

It is imperative that you know how many children are in your group at all times.

Please make sure that if you must step away from your group for any reason that the group will be in ratio if you leave. If your group will not be in ratio, then please ask someone from the office to step in for you.

You also need to make sure that your fellow staff members know where you are/have gone, should we have an emergency and need to account for every staff person.

SAFETY FIRST

- State ratios must be maintained at all times.
 - Toddlers-- 1 to 6
 - Preschool-- 1 to 10
 - 4 YOP-- 1 to 10
 - Club 66-- 1 to 15

Talking with Parents

It is important to be available to talk with parents and guardians; however, holding long conversations while supervising children could prevent you from effectively ensuring their safety. Conversations with parents at arrival and pick-up time should be brief.

If a parent wants a detailed conversation with you about their child, you can respond, "I would love to talk with you, but I must get back to the children. Is it possible to schedule a conference when I am not supervising the children?" This approach sends the message that caring for the children is your top priority, and that you also are interested in listening to and talking with them.

Frequent Head Counts

Each day, some children may arrive late or leave early. You should know the number of children in your care at all times. This becomes essential in the event of an emergency.

Frequently count the children in your care to help assure that everyone is accounted for and no one has escaped your supervision. Get into a routine of counting heads throughout the day, such as when children arrive, during morning group time, before and after mealtimes, before and after outdoor play, after toileting or diapering, during rest time, and as children are departing for home. To make this more fun, encourage the children to count aloud with you or sing a special song as you conduct your head count.

Some children have a tendency to wander, and if improperly supervised, they may venture off to explore the bathroom, kitchen, or other area of the facility. Please remember to always keep doors to the kitchen, club/gym area and storage areas closed.

So what should you do if a child is missing from your group? Remain calm and immediately begin looking for the child. If you need to leave the room, appoint a responsible adult to supervise the children until you return.

Remember, children should never be unsupervised. Be prepared for the situation by thinking through possible scenarios and how you would respond.

Do you have enough staff to watch the children while you look? Will you take them with you? Is an emergency contact close by and accessible to step in if needed?

Do not assume that the child must have been picked up by someone. I would rather you or someone in the office call a parent to find out if the child has been picked up than have a phone call from the authorities.

Supervision during Meals

Mealtime provides opportunity for the caregiver and children to socialize while enjoying a healthy meal. To assure that children are safe at the meal table and are properly supervised, it is vital for the caregiver to sit at the table with the children.

SAFETY FIRST

When you are at the table with the children you will be able to quickly detect if a child is choking or prevent choking. You also can quickly redirect inappropriate behavior. Here are a few more mealtime supervision tips:

- Have paper towels available on the table, in the event of a spill.
- Keep wipes nearby to clean the children's faces and hands after mealtime.
- Have clean-up buckets or other garbage items readily available.
- Discuss health and safety rules ahead of time and remind children during meals as needed.

Frequently Scan the Room

Effective scanning involves moving around, making eye contact with each child, and getting involved in children's activities. Frequent scanning not only helps prevent problems, but also will help you notice if a child is aimlessly wandering or not actively involved.

Eye contact is very important in preventing inappropriate behavior, such as climbing on a bookshelf or throwing a toy. Young children often look at the adult just before they participate in inappropriate behavior.

Older children who know the expected behavior may avoid inappropriate actions if they know that you are looking. However, younger children may engage in inappropriate play even when you are looking.

Bathrooms

No child is to be sent to go to the bathroom by themselves from the playground. All children must be accompanied by an adult to the door of the bathroom in the preschool room.

You may **not** send a child or a group of children inside to use the bathroom by themselves. You **MUST** accompany the children and wait either in the bathroom or just outside of the doors. If a teacher is already inside with a child at the bathrooms, there is no need to wait, you are leaving children on the playground unsupervised!

If you need to bring a child in from the playground to use the bathroom please make sure that you are leaving the teachers on the playground in ratio. If the teachers will be out of ratio while you are inside, you will need to take the number of children inside with you that will keep the group in ratio.

Please make sure that the children use the bathroom before going to breakfast/lunch or going out onto the playground. We have several children who avoid going so they can go after everyone else has transition to the next activity. Especially when we go outside to play on the playground. For some children coming inside to go to the bathroom has become part of their play routine. You can tell a child that they need to wait until we come inside again or when we return to the classroom.

Please periodically check the bathrooms to make sure that there are no children playing or hiding in the bathroom and that the bathroom is clean and clear of any water or trash on the floor.

Playground

Teachers can help prevent playground accidents by taking some precautions, ensuring that there is adult supervision at the playground, and making sure that any equipment that their students play on is appropriate to his or her age and maturity level.

SAFETY FIRST

Adult supervision can help prevent injuries by making sure students properly use any playground equipment and don't engage in unsafe behavior around it. If an injury does occur, an adult can assist the child and administer any needed first aid right away.

Students should always have adult supervision when they're at the playground. Young children (and sometimes older ones) can't always gauge distances properly and aren't capable of foreseeing dangerous situations by themselves. Older children often love to test their limits on the playground, so it's important for an adult to be there to keep them in check.

Safe playground equipment and adult supervision are extremely important, but it's only half of the equation: Kids must know how to be safe and act responsibly at the playground. Here are some general rules to teach your students:

Never push or roughhouse while on jungle gyms, slides, seesaws, swings, and other equipment.

Use equipment properly - slide feet first, don't climb outside guardrails, no standing on swings, etc.

If you jump off equipment, make sure that you check to make sure that there are no other children in the way. When you jump, land on both feet with knees slightly bent.

Leave backpacks, and bags away from the equipment and the area where you're playing so that no one trips over them and falls.

Playground equipment should never be used if it is wet because moisture causes the surface to be slippery.

During the summertime, playground equipment can become uncomfortably or even dangerously hot. So use good judgment - if the equipment feels hot to the touch, it's probably not safe or fun to play on.

Don't wear clothes with drawstrings or other strings at the playground. Drawstrings, purses, and necklaces could get caught on equipment and accidentally strangle a child.

Slides are safe if students are careful when using them. Here are a few guidelines to keep in mind:

- Children should take one step at a time and hold onto the handrail when climbing the ladder to the top of the slide. They should not climb up the slide itself to get to the top.
- Students should always slide down feet first and sitting up, never head first on his/her back or stomach.
- Only one child should be on the slide platform at a time, and kids shouldn't slide down in groups.
- Your students should always check that the bottom of the slide is clear before sliding down. When he or she reaches the bottom of the slide, he or she should get off and move away from the end of the slide so it's clear for other kids to slide down.

Review playground rules with your children before they begin to play.

- Instruct children never to jump off of a moving swing.
- Tell children not to walk in front of or behind a swing that is in motion.
- Require that children go up and down the slide appropriately, no climbing up and over the sides.

SAFETY FIRST

- Reinforce the importance of taking turns.
- Encourage children to seek out an adult when problems arise

Remember

- *Always, always* know how many children are in your care.
- Always count and crosscheck against the sign in sheets. Do a head count each time your group moves from classroom to kitchen, to gym or playground. Count when you leave an area and count when you arrive at an area. Make sure the number you leave with is the number you arrive with. If not, have a teacher back track to find the missing child. Please ask for help from the office if you need help.
- Be familiar with and know the name of each child.
- Know where in the center the children are and who picks them up at what time.
- Greet the parent/adult picking up the child.
- If you do not know the person who is asking to pick a child in your care you **must** ID them. Check the name on the drivers license against adults on the pick up list located on the yellow child information sheet. If the adults name is not on the authorized pick up list you **may not** release the child until you have verbally spoken with one of the child's parents or guardian.
- Sign out each child as they leave.

When parents leave their children with you, they expect their children to be safe. Providing effective supervision is essential to high quality care. Improving the way you supervise children will assure a safer environment for them and will make your job easier.

Stephanie Humphrey
Director Prairie Lane ECC

SAFETY FIRST

Test

Setting the Environment

The best way to set up your environment to ensure safety is:

Watch Children

List three ways to visually supervise children in your care:

Ratios

List the state ratios for the age groups of children you work with:

Talking With Parents

How can you effectively tell a parent that you need to talk with them at a different time than drop off or pick up?

Head Counts

When should you conduct head counts of the children in your care?

Supervision during Meals

List two things that you can do to help ease meal time supervision:

APR 06 2012

SAFETY FIRST

Bathrooms

What must you do when taking children to the bathroom?

Playground

List eight things you need to do to keep the children safe on the playground:

Final Thoughts:

Please list at least 10 things in your own words on how and what you will do to help ensure the safety of our students:

I have read and understand Effectively Supervising Young Children.

Employee Signature

Date

4/3/12



Division of Public Health

State of Nebraska
Dave Heineman, Governor

1801 North 73 ST, Omaha, NE 68114

March 29, 2012

CERTIFIED MAIL

Westside Early Childhood Prairie Lane Early Childhood Center
11444 Hascall Street
Omaha, NE 68144

Attn: Director, Stephanie Humphrey

Dear Ms. Humphrey:

Nebraska Revised Statutes, section 71-1911 (4), of the Child Care Licensing Act, effective July 16, 2004, (Laws 2004, LB 1005) provides the department may place a license on Corrective Action Status.

FACTS:

On January 31, 2012, a nineteen month old toddler was left outside on the playground for approximately two to five minutes. Director, Stephanie Humphrey, notified the department on January 31, 2012, that during transition time from the playground back into the toddler classroom, a toddler was left outside on the playground. Staff were unaware that the toddler was missing until a parent of one of the Prairie Lane elementary school children brought the toddler inside the classroom from the playground.

REGULATORY BASES:

391 NAC 8-002 Staff qualification (in pertinent part....)

Center staff, whether paid or volunteer, shall not engage in or have a history of behaviors injurious to, or which may endanger the health or morals of the children in care.

391 NAC 8-009 Staffing (in pertinent part...)

Center staff or any person designated by the licensee as having responsibility for children shall have the responsibility to provide adequate and appropriate supervision at all times children are in attendance. Evidence of negligent or willful lack of supervision is basis for denial of an application or suspension or revocation of the center's license.

DETERMINING CORRECTIVE ACTION STATUS:

A non-disciplinary probation license may be issued for the license to operate under corrective action status if the department determines:

- (a) The license 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 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 should at a minimum address the issues of concern and violations addressed in this letter and how compliance will be met in the future, such as:

- 1) A written plan to ensure how the above listed violations will be corrected in terms of future compliance.
- 2) A written plan to provide adequate and appropriate supervision at all times children are in care at your program. Plan should specifically address appropriate supervision during transition times, and moving of children to and from outside activities of the center.

This plan should include written procedures and forms used to ensure all children are accounted for at all times before, during, and after transition has occurred.

Your plan should specifically state who the responsible parties are, and for which parts of the plan they are responsible. Please state the positions, not just the names of the individuals, to enable this plan to accommodate any staff changes that occur in the future. Include copies of written forms that are created or are already in existence that will assist center staff as they carry out the written plan.

Please submit your written Plan of Correction to Nancy Foral, 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 Nancy Foral, Child Care Inspection Specialist at 402-595-3346 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: Nancy Foral, Child Care Inspection Specialist
Marsha Wandersee, Administrative Assistant II
Bob Cummings, Resource Development, Contract Management Division



January 31, 2007

Prairie Lane Early Childhood
11444 Hascall St
Omaha NE 68144

Dear Westside Community Schools Foundation Inc:

In accordance with the Notice of Disciplinary Action, issued by Patricia Urzedowski, Child Care Resource Supervisor, on January 12, 2007, your original License to operate a Child Care Center in the State of Nebraska has been placed on probation. A license imprinted with the term "PROBATION" is enclosed, this status became effective January 29, 2007; and it will remain in effect until January 29, 2008. Upon completion of the probation a new license will be issued to you.

At this time we ask that you return your current license, within the next ten (10) days, to Marsha Wandersee in the Credentialing Division. If you have any questions please contact Child Care Licensing, at (402) 471-9302.

Sincerely,


Helen L. Meeks, Administrator
Credentialing Division

HLM/clb

cc: Child Care Licensing

Your application for Nebraska Child Care Center has been approved and your licensure document is attached. You will receive a new licensure document each time you amend your license.

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

PROBATION **State of Nebraska**
 Department of Health and Human Services
 Regulation and Licensure

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: **11444 HASCALL ST OMAHA NE 68144**

A maximum of 124 children in ages 18 MOS to 13 YRS may be in attendance at any one time during the hours of 0700 to 1800 on MTWTF.

PRAIRIE LANE EARLY CHILDHOOD is hereby issued License No. **CCC7585** which is effective on **08/02/1997**

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 **08/02/1997**.

SEAL
 STATE OF NEBRASKA
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 REGULATION AND LICENSURE
 EST. JAN 1, 1997

Joseph G. Miller, M.D., Chief Medical Officer, Director
 Department of Health & Human Services Regulation & Licensure

THE DEPARTMENT OF HEALTH AND HUMAN SERVICES
REGULATION AND LICENSURE
STATE OF NEBRASKA

IN THE MATTER OF:

THE OPERATING CHILD CARE)
CENTER LICENSE OF WESTSIDE)
COMMUNITY SCHOOLS)
FOUNDATION, INC. D/B/A PRAIRIE)
LANE EARLY CHILDHOOD)

NOTICE OF
DISCIPLINARY
ACTION

LICENSED LOCATION: 11444 HASCALL STREET
OMAHA, NE 68144

NOTICE:

Westside Community Schools Foundation, Inc., d/b/a Prairie Lane Early Childhood, is hereby notified that the Department of Health and Human Services Regulation and Licensure (hereinafter referred to as "department") intends to impose **disciplinary action** against the operating Child Care Center license of Westside Community Schools Foundation, Inc., d/b/a Prairie Lane Early Childhood (hereinafter referred to as "Prairie Lane"), for the reasons set out below:

FACTS:

Westside Community Schools Foundation, Inc., d/b/a Prairie Lane Early Childhood, is the licensee of an operating Child Care Center. This facility is licensed for a maximum of 124 children, 18 months to 13 years of age, Monday through Friday, 7:00 a.m. to 6:00 p.m. This facility has been licensed since August 2, 1991.

On November 13, 2006, Sandy Edwards, Child Care Resource Specialist, Department of Health and Human Services Regulation and Licensure, received a self-report from Prairie Lane regarding a toddler being left unsupervised on the playground. On November 14, 2006, Prairie Lane submitted a written summary of the incident and a plan of action (see attached).

Ms. Edwards was able to determine from staff interviews that the toddler had been left alone and unsupervised on the playground for approximately five minutes. See attached Inspection Compliance Review dated November 20, 2006.

REGULATORY BASES:

Nebraska Revised Statutes, section 71-1919, of the Child Care Licensing Act effective July 16, 2004 provides that "the department may ... take disciplinary action against a license issued under the Child Care Licensing Act on any of the following grounds:

- (1) Failure to meet or violation of any of the requirements of the Child Care Licensing Act or the rules and regulations adopted and promulgated under the act;
- (4) Conduct or practices detrimental to the health or safety of a person served by or employed at the program; ..."

391 NAC 8-002 Staff Qualifications: ... "Center staff, whether paid or volunteer, shall not engage in or have a history of behaviors injurious to or which may endanger the health or morals of the children in care." (Page 6, Standard 13, Child Care Center Standards)

391 NAC 8-009 Staffing: "Center staff or any person designated by the licensee as having responsibility for children shall have the responsibility to provide adequate and appropriate supervision at all times children are in attendance." ... (Page 9, Standard 35, Child Care Center Standards)

HISTORY, REGULATIONS VIOLATED AND PREVIOUS NEGATIVE/DISCIPLINARY ACTIONS IMPOSED:

A review of the Prairie Lane licensing file shows the following:

- February 3, 2005 to August 3, 2005 – Corrective Action Status – A four-year-old and a five-year-old left the unfenced playground area. The children were located unharmed approximately two hours later by law enforcement. Prairie Lane successfully completed the Correction Action Status period.

DISCIPLINARY ACTION IMPOSED:

Based upon the facts presented above and history, the department is imposing the following disciplinary action:

- Westside Community Schools Foundation, Inc.'s, d/b/a Prairie Lane Early Childhood, Child Care Center license is placed on **disciplinary probation for a period of one year effective 15 days after the mailing of this Notice.**
- Westside Community Schools Foundation, Inc. will follow the corrective action plan submitted on November 14, 2006. In addition, Westside Community Schools Foundation, Inc. will implement a written check in/check out system of the children

whenever they go outside. This plan will include the specific names of the children as well as exact in and out times and be maintained on the child care center premises and available for review upon request of agency representatives.

- Westside Community Schools Foundation, Inc. must **prominently post** a copy of this **Notice of Disciplinary Action** with the current Child Care Center license so it is clearly visible to parents and department staff.

CONCLUSION:

Failure to comply with the terms of this disciplinary action and the Child Care Center Standards will result in further discipline as the department deems appropriate.

Compliance with the terms of this disciplinary action will be **monitored by unannounced** inspections by an agency representative (i.e., Child Care Resource Specialist, Child Care Resource Consultant, Fire Marshal or designated agent, Registered Environmental Health Specialist or designated agent, Resource Development Worker, Protection and Safety Worker).

If Westside Community Schools Foundation, Inc. discontinues the child care operation for any reason, the time Westside Community Schools Foundations, Inc. is not actively operating a licensed child care program will not count toward the fulfillment of the action listed above and any subsequent child care license would be subject to the remainder of the disciplinary action terms and such other restrictions or limitations as are determined to be necessary.

BE AWARE:

That Nebraska Revised Statutes, section 71-1922, the disciplinary action in this Notice shall become final on **January 29, 2007**, which is fifteen days after the mailing of this Notice unless the department, within such fifteen-day period, receives a written request for a hearing. The license shall continue in effect until the final order of the director if a hearing is requested. **If the director does not receive such request within such fifteen-day period, the action of the department is final.**

TO REQUEST A HEARING:

If you decide to request a hearing, your written request for hearing must be received by the department **BY OR ON January 29, 2007**, which is fifteen days after the mailing of this Notice. It should be addressed to:

Marsha Wandersee, for HHS F&S
Legal Services – Child Care Licensing
P.O. Box 95007
Lincoln, NE 68509-5007


BE ADVISED:

That Nebraska Revised Statutes, section 71-1923 of the Child Care Licensing Act, provides that “a licensee may voluntarily surrender the license issued under the Child Care Licensing Act at any time, except that the department may refuse to accept a voluntary surrender of a license if the licensee is under investigation or if the department has initiated disciplinary action against the licensee.

Title 391 of the Nebraska Administrative Code, section 4-001.04, also provides that the “licensee shall not transfer the license to a household member or current staff member while a ... action is still pending.” In addition, Title 391 of the Nebraska Administrative Code, section 3-001.08, provides that “amended applications will not be processed whenever a negative license action is pending.”

Dated: JANUARY 12, 2007

Joann Schaefer, M.D., Chief
Medical Officer, Director
Department of Health and Human
Services Regulation and Licensure


By: Patricia Urzedowski, Administrator
Credentialing Division – Child Care
Licensing Program
Regulation and Licensure
P.O. Box 94986
Lincoln, NE 68509-4986

CERTIFICATE OF SERVICE

COMES NOW, the undersigned and certifies that on the 12 of January, 2007, a copy of the foregoing **NOTICE OF DISCIPLINARY ACTION** was sent by certified and first class United States mail, sufficient postage prepaid to Westside Community Schools Foundation, Inc., C/O Paul C. Jessen, Suite 800, 1125 S. 103rd Street, Omaha, Nebraska, 68124 and Prairie Lane Early Childhood, 11444 Hascall Street, Omaha, Nebraska, 68144.

[Handwritten Signature]



Westside Early Childhood Centers
Westside Foundation 909 S. 76th Street

November 14, 2006

To: Nebraska Department of Health and Human Services

The following is a Written Incident Report and Corrective Action Plan for Prairie Lane Early Childhood Center. This report was prepared by Stephanie Humphrey the Site Director. If you should have any questions, you may contact us at anytime.

Sincerely,

Stephanie Humphrey, Director
Prairie Lane Early Childhood Center

Prairie Lane Early Childhood
11444 Hascall 68144
380-8208

Oakdale Early Childhood
8801 W. Center Road 68124
390-8206

Roskbrook Early Childhood
2514 South 108th Street 68144
390-8208

Sunset Early Childhood
9503 Walnut 68124
390-8203

Westbrook Early Childhood
1414 Robertson Drive 68114
380-8208

Westgate Early Childhood
7802 Hascall 68124
380-8202

Incident

11/13/06

Here is a summary of what happened Monday morning 11/13/06 in the Toddler Program...

The Toddlers were outside on the fenced-in Toddler/Preschool playground from 10:50am till about 11:15am. There was 4 teachers outside with 16 children. Approximately 11am, the Preschool classrooms (2) also joined the Toddlers out on the playground. One classroom had 4 teachers with 19 children and the second Preschool classroom had 5 teachers and 22 children. This made the total of 13 teachers and 37 children. Jeffrey has a sister in one of the Preschool classes and was seen playing with her while they were out together on the playground. At 11:18, the Toddlers went back in to their classroom leaving the 2 Preschool classrooms out on the playground with 9 teachers. At 11:28 the 2 Preschool classrooms left the playground.

was out on the playground unattended for approximately 5 minutes when 2 mothers noticed up on one of the semi-enclosed play structures (sitting like he was hiding) when they arrived to pick up their Preschoolers at 11:30. At the same time, one of the Toddler teachers was making her way back out to the playground because they knew that their numbers were not matching up!

I sat down with the 4 Toddler Teachers at 2pm, after the children were down for nap and the afternoon coverage had arrived, to discuss the incident. The teachers were informed that we were going to be calling the State ourselves and that they are going to be put on probation for the next 6 months. We also discussed a "Corrective Action Plan" that is attached to this write-up.

mother was notified and she she is O.K. with the actions done by the center. She however, did not agree with the fact that we had turned ourselves in to the State. I did explain to her that ultimately we were at fault and that I would rather have us notify the State then have a parent turn us in! She accepted that!

Prairie Lane Early Childhood Center Corrective Action Plan for Toddler Room

- Toddlers will be counted before going out on the playground and before return to the classroom. *They will also be counted several time while out on the playground!!*
- Toddlers and Preschoolers will stagger their classes out on the playground so that only one group is out at a time! This will eliminate any confusion there might be with the # of children.
- Teachers will be spread out on the playground so they are able to see all of the different areas and will be able to be accessible for the children.
- Teachers & Positions...
 - Toddler Room**
 - Alissa S....Teacher (7-8)
 - Laura R....Teacher (7:30-3:30)
 - Tricia H....Teacher (8:00-4:00)
 - Rachal T....Teacher (9-5)
 - Kayleigh V....Teacher Aide (12-6)
 - Mindy R....Teacher Aide (3-6)
- All teachers in the Toddler AND Preschool Classrooms are responsible for all parts of the Corrective Action Plan.
- Frequent head counts will be made by teachers while on duty on the playground. (See attachment #3)
- A final head count will be made before leaving the enclosed playground area to ensure all children are present.
- When the last group leaves the playground a final sweep will be made of the entire playground area to ensure all children are where they need to be!
- Timeline...
 - Toddlers have already been made and are implementing a check-off sheet to know what children are out on the playground each day. *See Attached!*
 - The complete Corrective Action Plan begins as of Tuesday November 14th.
 - A mini staff meeting will be held on November 14th, to inform the immediate staff what is expected of them as far as implementing the plan.
 - Each teacher will be given a copy of the enclosed attachments to review.
 - In the event a new employee needs to be hired, as a part of their orientation they will receive the same detailed information that the current staff has received as well as a copy of the two enclosed attachments.
- To ensure that the Corrective Action Plan is being carried out, frequent observations of the check-off sheets and the playground will be made by the Director and monthly reviews with the staff of the plan will be made over the next 6 months.

