

# NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

December 6, 2017

PILGRIM LUTHERAN CHILDCARE & PRESCHOOL  
Pilgrim Lutheran Church, Owner  
Keana P. Septmatthews and Stephanie K. Bengtson, Directors  
2311 Fairview Road  
Bellevue, NE 68123

Dear Ms. Septmatthews and Ms. Bengtson:

In accordance with the letter written by Jo Pfeiffer, Child Care Licensing Supervisor, on November 27, 2017, the original License of Pilgrim Lutheran Childcare & Preschool 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 November 17, 2017, and it will remain in effect until May 17, 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 Pilgrim Lutheran Childcare & Preschool by return mail, within the next seven (7) days, to DHHS, Division of Public Health, Licensure Unit, Attn: Chris Kort, 301 Centennial Mall South, Lincoln, NE 68509-4986.

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

Sincerely,

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

BW/dcp

cc: Children's Services Licensing

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

# State of Nebraska

Department of Health and Human Services  
Division of Public Health

## PILGRIM LUTHERAN CHURCH

is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an  
Operating **Child Care Center**

located at: **2311 FAIRVIEW RD Bellevue NE 68123**

A maximum of **150** children in ages **6 WKS** to **13 YRS** may be in attendance at any one time during the hours of **0630** to **1800** on **MTWTF**.

**PILGRIM LUTHERAN CHILDCARE & PRESCHOOL** owned by **PILGRIM LUTHERAN CHURCH** is hereby issued License No. **CCC7722**

whose status is **Active-Corrective Action Status** effective from **11/17/2017**

Amended: **11/17/2017**

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  
**December 7, 2017.**



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

November 7, 2017

**CERTIFIED MAIL**

Pilgrim Lutheran Child Care and Preschool  
Owner: Pilgrim Lutheran Church  
Keana Stepmatthews and Stephanie Bengston- authorized agent  
2311 Fairview Rd.  
Bellevue Ne. 68123

Dear Ms. Stepmatthews and Ms. Bengston:

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

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

**Facts:**

On September 28, 2017 a male child age 1 year and 10 months was left in a classroom, unattended during a tornado drill, for approximately 5 minutes, without staff noticing the child was missing from the group.

**Regulatory Basis:**

391 NAC 3-003.05B, Corrective Action Status (page 11): The Department may place a provisional or operating license on corrective action status for up to six months if:

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

391NAC 3-003.05B1, the 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.

391 NAC 3-006.19 Supervision of Children (page 34):

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

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

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

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

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

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

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

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

Sincerely

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

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

### Corrective Action Plan for Supervision of Children during Drills

1. **Identification of issues-** On 9/28/2017 a self-report was made by Keana SeptMatthews Co-director that during a tornado drill a child was left sleeping by the teacher. Upon arriving back to the room after approximately 5 min Keana noticed that the child in question was not downstairs. The teacher said she thought he had been with another teacher. Later she told us that he had been left because she had moved him because he was hard to get to sleep.
2. **Provisions for how we will correct/ maintain compliance-** Before a drill is called, the front desk manager will print off a currently clocked in sheet to be used to verify with the teachers who is signed in on the tracker sheets of each class. Teachers before leaving the classroom will do a quick face to name check and a visual sweep of all areas of their room before leaving the room during a drill. They will also do a name to face check against their tracker sheets once all are at the safe final location of the drill. Once all children and staff are accounted for each class will hold up their GREEN SIGN letting supervisors know that they have all of their children. Managers on duty will split up the sweeps of the hallways to do an additional room sweep, checking all bathrooms, kitchens and classrooms. Once that is done the managers on duty will then verify and compare with each class teacher the tracker sheet names against the list printed off by the Front Desk Manager. **Specify the written documentation to be provided to the department-** Currently clocked in sheet printed off from Child Care Manager System and class tracker sheets.
3. **Identify who is responsible for corrections and maintenance of compliance-** Before a drill is called the front desk manager will print off a currently clocked in sheet to verify with the teachers who is sign in on the tracker sheets each class has. Teacher will do a quick face to name before leaving each room and another once at the location of the drill. Managers on duty will do additional final room sweeps. Once all children and staff are accounted for each class will hold up their GREEN SIGN letting supervisors know that they have all of their children.
4. Once everyone is out of the rooms Stephanie and Keana, who are co-directors, will do visual sweeps of the rooms, then go to the designated drill spot, and check tracker sheets against the clock -in sheet with teacher to make sure all children and staff are present.
5. **Timeline-** We have already began this procedure.
6. **Policies and procedures on indoor and outdoor supervision of children-** See Attachment
7. **Provide checklist used to ensure that children are accounted for at all times-** Enclosed are our tracker sheets we use to track the day to day movement of the children.





**Currently Clocked In**  
**Pilgrim Education Center**  
 (402) 293-2813 2

1:38 PM

11/17/2017

Child	Date	Time	Child	Date	Time
<b>1-Infant</b>	11/17/2017	7:59 AM In		11/17/2017	7:27 AM In
	11/17/2017	7:57 AM In		11/17/2017	8:24 AM In
	11/17/2017	6:44 AM In	<b>Total 5-Early Pre School Threes: 10</b>		
	11/17/2017	6:39 AM In	<b>6-Pre School Fours</b>		
	11/17/2017	7:24 AM In	11/17/2017	7:13 AM In	
	11/17/2017	8:53 AM In	11/17/2017	7:23 AM In	
	11/17/2017	7:14 AM In	11/17/2017	7:59 AM In	
<b>Total 1-Infant: 7</b>			11/17/2017	6:58 AM In	
			11/17/2017	7:18 AM In	
			11/17/2017	6:59 AM In	
<b>2-Infant 2</b>	11/17/2017	8:43 AM In	11/17/2017	7:39 AM In	
	11/17/2017	6:58 AM In	11/17/2017	7:39 AM In	
	11/17/2017	6:59 AM In	11/17/2017	7:25 AM In	
	11/17/2017	12:20 PM In	11/17/2017	8:26 AM In	
	11/17/2017	7:44 AM In	11/17/2017	7:09 AM In	
<b>Total 2-Infant 2: 5</b>			11/17/2017	8:38 AM In	
			<b>Total 6-Pre School Fours: 12</b>		
<b>3-Toddlers</b>	11/17/2017	7:13 AM In	<b>7-PreKFives</b>		
	11/17/2017	8:57 AM In	11/17/2017	8:07 AM In	
	11/17/2017	7:29 AM In	11/17/2017	7:52 AM In	
	11/17/2017	7:46 AM In	11/17/2017	8:00 AM In	
	11/17/2017	8:43 AM In	11/17/2017	7:29 AM In	
11/17/2017	7:18 AM In	11/17/2017	9:13 AM In		
<b>Total 3-Toddlers: 6</b>			11/17/2017	7:21 AM In	
			11/17/2017	7:19 AM In	
			11/17/2017	7:52 AM In	
			11/17/2017	9:11 AM In	
			11/17/2017	7:55 AM In	
			<b>Total 7-PreKFives: 10</b>		
<b>4-Twos</b>	11/17/2017	7:50 AM In	<b>Total Children: 66</b>		
	11/17/2017	7:34 AM In			
	11/17/2017	7:14 AM In			
	11/17/2017	7:45 AM In			
	11/17/2017	6:44 AM In			
	11/17/2017	8:43 AM In			
	11/17/2017	8:41 AM In			
	11/17/2017	9:11 AM In			
	11/17/2017	7:21 AM In			
	11/17/2017	7:08 AM In			
	11/17/2017	7:19 AM In			
	11/17/2017	6:42 AM In			
	11/17/2017	7:07 AM In			
	11/17/2017	7:32 AM In			
	11/17/2017	8:38 AM In			
11/17/2017	7:35 AM In				
<b>Total 4-Twos: 16</b>					
<b>5-Early Pre School Threes</b>	11/17/2017	9:20 AM In			
	11/17/2017	7:29 AM In			
	11/17/2017	7:43 AM In			
	11/17/2017	7:45 AM In			
	11/17/2017	7:34 AM In			
	11/17/2017	8:03 AM In			
	11/17/2017	7:44 AM In			
	11/17/2017	9:11 AM In			

## Pilgrim Lutheran Education Center's Supervision Policy

Pilgrim Lutheran Education Center ensures to provide children with indoor and outdoor learning environments that are positively and actively supervised in order to maintain their safety, individual needs, and their curiosity to learn and explore. We believe that supervision is the most important element in the safe provision of child care.

The following is our policy of positive and active supervision strategies that staff at Pilgrim implements on a daily basis (indoors/outdoors) during the supervision of young children. This is to comply with DHHS Regulation 3-006.19, and to ensure the safety of all the children in our care.

To ensure that the staff to child ratio are maintain as outlined by the DHHS regulation 3-006.15B at all times.

To be in close proximity to children's play and continuously monitor, scan, and count all children in care.

Management team will do room counts to make sure tracking sheets are being utilized.

To communicate to each other before changes in staff occur.

To track attendance during all transitions, using the face to name method and tracking sheets.

To indicate on the designated tracker sheets all children in attendance at all times.

To be aware of unsafe play and stepping in to redirect play towards a safer, positive direction.

To use direct supervision with those children that require extra support for safety.

To use clear, consistent, and simple safety rules that the children can understand and follow.

To position oneself strategically in order to be present and in close proximity to step in quickly if necessary. To maintain clear line of sight between teacher and students at all times.

To position oneself in a manner that allows one to be able to scan and move around the environment easily while being aware of the group as a whole and to anticipate potential trouble spots.

To use positive guidance methods and redirection in order to make the environment successful and inclusive for each child. To also arrange the environment so one can see all areas of the environment.

To be able to assist children if they need to leave the environment to use the washroom while maintaining the staff to child ratio, as outlined in the DHHS regulations.

Lastly to maintain scanning positions when talking with children, families, and fellow teachers. To never leave a child unattended at any time, even in emergency situations.



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Pete Ricketts, Governor

November 27, 2017

Pilgrim Lutheran Childcare and Preschool  
2311 Fairview Rd.  
Bellevue Ne. 68123

Dear Ms. Bengtson and Ms. SteptMatthews:

The Nebraska Department of Health and Human Services, Children's Services Licensing, has received your corrective action plan. The attached corrective action plan has been reviewed and given final approval effective 11/17/2017.

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. This license status will be in effect for a period of six months from the date of approval, 11/17/2017 until 5/17/2018.

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

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

Sincerely,

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

/jp

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