

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

May 15, 2017

UNION PACIFIC CHILD DEVELOPMENT CENTER

Bright Horizons Childrens Centers, LLC, Owner

Brenda Saxe, Director

1408 California Street

Omaha, NE 68102

Dear Ms. Saxe:

In accordance with the letter written by Jo Pfeiffer, Child Care Licensing Supervisor, on May 11, 2017, the original License of Union Pacific Child Development 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 on May 5, 2017, and it will remain in effect until November 5, 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 Union Pacific Child Development Center by return mail, within the next seven (7) days, to the following address: 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

BRIGHT HORIZONS CHILDRENS CENTERS LLC

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

located at: **1408 CALIFORNIA ST Omaha NE 68102**

A maximum of **212** children in ages **6 WKS to 13 YRS** may be in attendance at any one time during the hours of **0600 to 1800** on **MTWTHF**.

UNION PACIFIC CHILD DEVELOPMENT CENTER owned by **BRIGHT HORIZONS CHILDRENS CENTERS LLC** is hereby issued License No. **CCC8794**

whose status is **Active-Corrective Action Status** effective from **05/05/2017**

Amended: **05/05/2017**

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 16, 2017**.



Thomas L. Williams, MLT, Secretary, 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

May 11, 2017

Union Pacific Child Development Center
1408 California St.
Omaha, NE 68102
Atten: Brenda Saxe:

Dear Ms. Saxe:

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 5/5/2017.

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, 5/5/2017 until 11/5/2017.

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



May 5, 2017

Via Regular Mail & Email

Meghan Brewer, 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

Re: Plan of Corrective Action
Union Pacific Child Development Center
License # CCC8794

Dear Ms. Brewer:

This letter contains the Union Pacific Child Development Center's (the "Center") Report of Corrective Action in response to your letter dated April 19, 2017, which was received by the Center on April 28, 2017.

Factual Background

On March 17, 2017, at approximately 5:55pm, Teacher A informed the Center's Education Coordinator that she observed a preschool-aged child on the playground unsupervised. Specifically, as the preschool class transitioned from the Center playground into the classroom, Teacher B did not perform a face-to-name check of the class and one child remained outdoors for 2-3 minutes. After observed the child looking through the door, Teacher A immediately retrieved the child and informed the Education Coordinator. The Education Coordinator then told the Center Director and the child's parents, who thanked the Center for our transparency.

On March 20, 2017, the Center Director, in collaboration with her Regional Operations Manager, placed Teacher B on administrative leave so the Center could conduct an investigation and notify the applicable administrative agencies. We self-reported to our licensing specialist and NAEYC that morning. After interviewing Center staff and reviewing the incident, the Center Director and Regional Manager determined Teacher B failed to follow Bright Horizons' Transition Tracking procedure. We include copies of both the policy and procedure as Attachment A.

Corrective Action and Compliance

The Center takes this matter seriously and we have developed a comprehensive plan in response. On March 23, 2017, the Center Director individually counseled and retrained Teacher B regarding our expectations for sight and sound supervision at all times. Teacher B was informed that any further incidents will result in further progressive counseling, up to and including termination of employment. Going forward, the Director is conducting daily unannounced observations of the preschool teachers during transitions to ensure constant sight and sound supervision. These observations are ongoing and monitored by the Center Director. On April 27, 2017, the Center Director held a mandatory, all Center staff retraining where our expectations for transition tracking and supervision were reviewed in detail.

Finally, the Center values its relationship with the Nebraska Department of Health and Human Services and is committed to meeting all licensing requirements and operating the highest quality program. The Center has taken immediate and effective steps in response to the incident described above, corrected the cited violation and developed a plan for the future calculated to prevent further occurrences.

Please let me know if you have any questions or would like additional information.

Brenda Saxe
Union Pacific Child Development Center
Center Director

Kathleen Feller
Regional Manager

Transition Tracking Policy

All children must be accounted for at all times. A teacher's failure to properly account for children consistent with these requirements and the Transition Tracking Procedure will result in progressive discipline up to and including termination.

Teachers are required to:

- know the names and the number of children in their care at all times;
- use the We Care Transition Tracking Sheet to account for the children in their care;
- conduct a Face to Name Roll Call whenever a transition through a door or gate occurs, followed by a Head Count. The Face to Name Roll Call consists of calling each child by name and physically looking at the child to confirm that he/she is present. The Head Count is a simple count which is recorded on the sheet;
- conduct periodic Head Counts throughout the day, in addition to those required during transitions; however, a classroom should not go more than 2 hours without any recorded count; ; and
- log themselves in and out, whenever a teacher joins or leaves a group.

Center Leadership is required to:

- collect the Tracking Sheets from each classrooms periodically and review them for accuracy and compliance;
- store and then shred the Tracking Sheets after a year has elapsed, if the Center has another means for taking attendance. Otherwise, they need to be retained for seven (7) years).

Using the Tracking Sheet

A new Tracking Sheet is required every day.

Children must be tracked throughout the day on the Tracking Sheet consistent with the Transition Tracking Procedure. Staff will also **log themselves** in and out of the classroom on the Tracking Sheet, so the responsible employee(s) is/are designated at all times.

The following are prohibited:

- modifying the Tracking Sheet in anyway;
- preprinting children's names on a Tracking Sheet;
- adding codes to the Tracking Sheet; or
- using numbers in place of check marks.

These tracking rules also apply:

- The last teacher leaving a location is responsible for conducting a visual sweep to be certain a child is not left behind.
- A separate Tracking Sheet should be used for an **enrichment class**.

Related Policies, Procedures, Forms, and Supplemental Information:

- *Playground Supervision Policy*
- *Supervision of Children Policy*
- *Transition Tracking Procedure*
- *Transition Tracking Sheet*

Transition Tracking Procedure

When completing the We Care Transition Tracking Sheet, **teachers** will:

- use a new Tracking Sheet every day. Preprinted forms may not be used;
- log a child's full name and time of arrival when the child arrives;
- conduct and record transitions with **Face to Name Roll Call** and **Head Counts** when transitioning children to a new area **through a door or gate** at the points of departure and arrival, as fully described below. If a trip involves passage through multiple doorways, a verbal **Head Count** (which is not recorded) should be performed each time;
- conduct periodic Head Counts during the day, in addition to those required during transitions, recording the time and totals in the last column entitled "Group Count (Non-Transition Times)"; however, a classroom should **not** go more than 2 hours without any recorded count
- log the child out at the end of the day; and
- log themselves in and out when joining or leaving a group. On the bottom of the sheet, the teacher will: 1) record the time of arrival/departure, 2) conduct a Head Count and enter the total children. If rooms are combined, the teacher will be logged in/out on both sheets and will circle the time to signal a combined group.

When Rooms Combine at the Start of the Day

If a child starts the day in a classroom other than his/her own, the teacher in that classroom will enter the child on a Tracking Sheet dedicated to the child's permanent classroom. Although using a separate sheet for each classroom is preferred, a single sheet can be used for the combined group if this process is more efficient. Please note that all classrooms in the center should follow the same process.

If using multiple sheets, the specific classroom Tracking Sheet will be retrieved by the permanent teacher along with the child(ren). The permanent teacher will perform the **Face to Name Roll Call** and **Head Count** described below, noting the permanent classroom under **Location**.

If using a single Opening Room sheet, prior to the children transitioning to their own classroom they will be entered on the classroom tracking sheet. The arrival time in their classroom will be recorded on the classroom tracking sheet. The children from the opening room will be entered on their classroom sheet with their original arrival time once the other children have transitioned. All children should be departed from the Opening Room sheet. The Opening Room sheet should be kept and filed with all the other sheets for that day.

When a Group Transitions

Whenever a group transitions from any location through a door or gate, a teacher responsible for completing the Tracking Sheet is designated. These steps are then followed:

1. The designated teacher **logs the destination and the time** in the first available **Location** column. The **group gathers at the door** with one teacher at the front and another at the back. If only one teacher is present, he/she should be at the front of the group.
2. **The teacher(s) conducts a Face to Name Roll Call** as the children line up but before they exit. This requires:
 - locating the child in the line;
 - calling each child's name; and
 - **placing a checkmark** in the left column under the **Location**.

3. Next, **the children are counted as they exit the room**. The total **Head Count** is entered at the bottom of the same column and the designated teacher initials the count. The children should wait outside the door until the next step (the visual sweep) is completed. If the teacher is alone, he/she should remain at the door until all children have exited.
4. The last teacher leaving the location will do a **visual sweep** of the location to assure that no child is left behind.
5. **Upon arrival but before entering the new location**, a second **Face to Name Roll Call** and **Head Count** are performed. The responsible teacher will circle each check mark during **Face to Name Roll Call**, and will verify and circle the total number of children after the **Head Count**.
6. **When it is time leave**, steps 1 – 5 above are repeated. **If the children are returning to the classroom**, use the right column to record the transition. **If the children are not returning to the classroom**, skip the right column and instead use the next **Location** column, entering the name at the top. Record the transition under the left column underneath the new location.

When a Portion of a Group Transitions

If a child or small group leaves a classroom but is not departing for the day, the **Individual Child Transition** column is used. The child(ren) may be attending an enrichment program, participating in a small group activity, combining with another class or going on an errand with a teacher. **In addition to completing the transition steps above, the following rules apply:**

- The time will be entered in the **Time Out** column under the **Individual Child Transition** column, as the teacher conducts a **Face to Name Roll Call** and **Head Count** for the departing children. The only notations on the original sheet will be in the **Time Out** column.
- Teachers who are taking a small group from the classroom to another location for an activity should log the child out under **Individual Child Transition** column. These children will be logged onto a new **Traveling Room** sheet that is created before they leave. The children's names will be entered under the **Child's Name** column and the time will be entered under the **Arrival** column.
- Children joining another class (including an enrichment class) are placed on the sheet of the group they are joining. Upon arrival a **visual Face to Name Roll Call** and **Head Count** are performed. The only notations on the new sheet are the children's name and arrival time.
- When a child/group returns to the original classroom, the time is logged in the **Departure Column** of the current sheet, and the time of arrival is entered under the "Time In" section of the **Individual Child Transition** column of the child's original classroom's sheet.

If a group is outside and one or two children have to be taken indoors to the bathroom, they should be logged out under **Individual Child Transition** on their current sheet and logged onto a **Traveling Room** sheet. The **Traveling Room** sheet should be created for each day needed and filed with that day's classroom sheet.

Note: If a child is taken on an errand with a teacher, the first and last bullet points will apply. There is no need to create a new sheet for this process.

When a Group Leaves the Licensed Premises

Whenever a group of children leaves the licensed premises, center leadership will participate in tracking as follows:

1. **Before the children leave**, a leadership team member will conduct the **Face to Name Roll Call** and **Head Count** and initial the sheet. A copy of the original classroom sheet will be left with the leadership team member until the group returns.
2. **While away from the licensed premises**, a **Face to Name Roll Call** and **Head Count** should be done every 15 minutes and noted in last column entitled "Group Count (Non-Transition Times)" on the original sheet travelling with the group.
3. **Upon returning**, a leadership team member will perform another **Face to Name Roll Call** and **Head Count** and will initial the original sheet, and the copy can be disposed of.
4. **Upon returning to the classroom**, a **Face to Name Roll Call** and **Head Count** will be conducted and recorded upon passing through the classroom door.

When Children Leave the Center

The following applies when a child or group leaves to go home or leaves the class permanently to join another group. The teacher will use the **Departure** column as follows:

- The teacher will record the departure time.
- If the child is going home, the teacher will record the person picking up in the Name of Person Picking Up/Where Moving column. ("Parent" may be used if applicable, but someone other than the parent must be recorded by name.)
- If the child is moving to another classroom, the name of the new room should be listed in the Name of Person Picking Up/ Where Moving column. Upon the child's arrival at the new classroom, the child is added to that classroom's sheet as noted above.

Note: If a child leaves our care for any reason such as lunch with a parent, the child should be departed on the sheet. When the child returns, the child is entered back onto the sheet under the child's name section with their return time as their arrival time.

Related Policies, Procedures, Forms, and Supplemental Information:

- *Playground Supervision Policy*
- *Supervision of Children Policy*
- *Transition Tracking Policy*
- *Transition Tracking Sheet*

NEBRASKA

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DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

April 19, 2017

CERTIFIED MAIL

Union Pacific Child Development Center
Owner: Bright Horizons
1408 California St.
Omaha, NE 68102

Mailing address:
1408 California St.
Omaha, NE 68102
Attention: Brenda Saxe, Director

Dear Ms. Saxe:

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 March 17, 2017 while staff were taking toddlers into the building after outdoor play, a three year old child was left on the playground unnoticed by staff. The child was left outside unattended and unsupervised for approximately 2-3 minutes. The child was seen looking through the playground door when a staff member noticed him and let him back into the building.

Regulatory Basis:

3-006.19 Supervision of Children (page 34):

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

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

CAS

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.

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

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

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

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

Sincerely,

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

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



Division of Public Health

Division of Public Health, Licensure Unit
301 Centennial Mall South, 3rd Floor, P.O. Box 94986
Lincoln, NE 68509-4986
Phone (402) 471-2115 FAX (402) 471-3577

State of Nebraska

Dave Heineman Governor

January 28, 2009

Union Pacific Child Development Center
1408 California St
Omaha NE 68102

Dear Bright Horizons Childrens Centers Inc:

In accordance with the letter, written by Jo Pfeiffer, Child Care Licensing Supervisor, on December 30, 2008, 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 December 19, 2008; and it will remain in effect until June 19, 2009. 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/clb

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

BRIGHT HORIZONS CHILDREN'S CENTERS INC

is hereby authorized in compliance with the laws of the State of Nebraska to establish and conduct an
Operating Child Care Center
located at: 1408 CALIFORNIA ST Omaha NE 68102

A maximum of 212 children in ages 6 WKS to 13 YRS may be in attendance at any one time during the hours of 0630 to 1800 on MTWThF.

UNION PACIFIC CHILD DEVELOPMENT CENTER is hereby issued License No. CCC8794
whose status is **Active-Corrective Action Status** effective from 12/19/2008

Amended:

Given under the name and Seal of the Department
of Health and Human Services Regulation and
Licensure of the State of Nebraska at Lincoln on
January 27, 2009.

John Schaefer, MD, Chief Medical Officer, Director
Division of Public Health, Department of Health and Human Services





December 30, 2008

Union Pacific Child Development Center
1408 California St
Omaha, NE 68102

CERTIFIED MAIL

Dear Ms. Paradies:

The Department of Health and Human Services, Children's Services Licensing, has received your letter and corrective action plan accepting Corrective Action Status. The attached corrective action plan has been reviewed and approved effective December 19, 2008.

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

The license status will be in effect for a period of six (6) months from the date of approval.

Compliance with the terms of the Corrective Action Status will be monitored by announced or unannounced inspections to your facility by Child Care Licensing staff. Any violation may be grounds for discipline as the Child Care Licensing program may determine appropriate.

If you have any questions, please contact Sandy Edwards at 595-3203, or Jo Pfeiffer 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

/sc

cc: Sandy Edwards, Child Care Inspection Specialist
Marsha Wandersee, Administrative Assistant II
Bob Cummings, Resource Development, Contract Management Division

DEC 19 2008

To: Sandy Edwards
From: Kathy Paradies

Re: Plan of Correction

The incidents noted in the licensing reports both involved the same faculty member. After the first incident all employees were retrained on the policy and procedure for tracking and transitioning children in our care. The incident was documented and self-reported to licensing and follow up information was provided to licensing.

Upon learning of the second incident the director immediately placed the faculty member on administrative leave, notified the parent and our licensing representative of the incident. The Divisional Bright Horizons Human Resource Manager was consulted and due to the serious nature of the incidents the faculty member was terminated.

The health and safety of all children in our care is the paramount concern of Bright Horizons and our faculty members. In order to ensure all children are accurately accounted for at all times teachers must follow the policy and procedures outlined by Bright Horizons. All faculty have been trained in the tracking and transition procedures. All new faculty will be trained in the procedures within their first week of employment and prior to being left alone with a group of children.

Administrators will conduct regular checks of each classrooms tracking sheets to ensure all procedures are being followed. These checks will require that the administrator check that all children have been signed in and out upon arrival and departure, each child is identified by name and face to ensure the correct children are listed on the sheet that are in the classroom or group, ensure that the total number of children listed on the bottom of the tracking sheet is the same as the head count in the classroom or group, the transitions are documented on the tracking sheets each time the children move locations or there is a change in faculty members.

The faculty will be reminded with visual cues using the newly created acronym of SITT. To help them remember to slow down, have children sit down to be counted and signed in.

Sign in and out each child

Upon arrival and departure

Identify each child in your care by name and face
at each transition

Total # of children must be correct before moving to any new location

Teachers must sign in and out to show responsibility and accountability for
each child in their care

DEC 19 2008

Administrators will be responsible for checking the tracking sheets to ensure all children are accounted for properly. All faculty have been retrained on the tracking sheet procedures so administrators will spot check the tracking forms and document the results on the attached form. These forms will be kept for tracking purposes of any repeated issues and for licensing representatives review.

The tracking sheets will be checked once per day for the first four weeks.

The tracking sheets will be checked a minimum of 2 times per week for the next four weeks.

The tracking sheets will be checked a minimum of once a week on an on-going basis.

If any teacher or classroom is found out of compliance during a spot check of the tracking sheets they will be required to correct the tracking sheet immediately. The administrator will observe to ensure it is done correctly. An administrator will do a follow up check later in the same day to ensure the classroom remains in compliance.

If a teacher is found out of compliance a second time in a 4 week period that teacher will be counseled and a written action plan put into place.

If a staff member is found out of compliance a third time in a 4 week period it will result in a formal write up with consequences determined in consultation with the Divisional Human Resources Manager. These consequences may be up to and including termination.

These procedures will be in place for the six month plan of correction and assessed at that time to determine if there is a need to continue beyond the six months.

The materials used for training and the newly created check list have been attached for your review.

Sincerely,


KJ

Kathy J. Paradies
UPCDC Director

Transition Sheet Checklist

Classroom	Date/time /results	Date/time /results	Date/time /results	Date/time /results	Date/time /results	Date/time /results
Opelousas						
Settegast yard						
Del Rio						
Alpine						
Sunset Route						
Calexico						
Beaumont						
Eastport						
Rawlins						
Overland Route						
Sedalia						
Neff yard						
Chickasha						

Policy on Transitioning Children From One Area to Another

As teachers of young children, Bright Horizons Family Solutions makes every effort to ensure the basic care and safety of those children. Faculty members should know how many children are in their care at all times, including time in any area of the center, as well as outdoors. All children are to be fully accounted for at all times.

Teachers shall account for all children at every transition (back and forth to the playground, walks and field trips, movement to another space within the building, transference of children to another homebase or program, etc.) by verifying names and notating such on the *Transition Tracking Sheet*.

The procedures described in *Transitioning Children From One Area to Another* comply with specific licensing and Center policies. Any deviation from these procedures, including, but not limited to, children being left unattended, may result in immediate termination of employment.

Note: See *Transitioning Children To/From an Enrichment Program* in the *Enrichment Programs* section for Bright Horizons protocol on transitioning children to and from enrichment programs.

Counting Children

Center management must ensure that the policies are being implemented consistently by verifying Transition Tracking Sheets at various times during the day (it is suggested this be done twice in the morning and twice in the afternoon although at random times) to find out how many children are in each homebase/playground:

- Teachers must know at all times how many children and which children are in their homebase regardless of primary caregiving situations
- Teachers must know how many children and which children are in their homebase without stopping to count
- Substitutes must be orientated to the procedure for tracking children, etc.
- Children must be counted at each major transition (going outdoors, coming indoors) using the Transition Tracking Sheets. A roll call (actually calling out each child's name) will also be done at this time. The count and roll call will be verified on the Tracking Sheet and initialed by the teachers involved.

Taking Children on Walks Away from the Center

When taking children on walks away from the center, the teachers must first stop by the office for the Director or Assistant Director to do a roll call and count using the Transition Tracking Sheet and verify by initialing.

Upon returning to the center, the teachers must stop by the office for the Director or Assistant Director to do a roll call and count using the Transition Tracking Sheet and verify by initialing.

Supervision

Teaching staff supervise preschool and kindergarten children primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check frequently on children who are out of sight (i.e., in the library area, toileting, or napping). Teaching staff are aware and position themselves in the classroom and on the playground (see *Playground Supervision Policy*) to ensure that they have a view of children and are actively engaged. However, when possible, staff should supervise by positioning themselves to see as many children as possible.

Infants and toddlers are supervised by sight and sound at all times.

Note: Children are never to be allowed out of the classroom without adult supervision, i.e., to go to the office as an errand.

Opening and Closing Supervision

During opening and closing there should always be at least two staff in the building at all times when children are present. If a child is at the center/school after closing hours, two staff must remain. One may be a member the leadership team.

Tip sheet for Tracking Children - We Care

- Your 1st count/roll call should be done when the 1st child arrives.
- Always track if a child is moved from one home base to another (i.e. if you are out of ratio and need to put a child in another room, they must be signed off of your tracking sheet and added to the tracking sheet of the room they are being placed in).
- When the child or group returns to the home base, the children are added back to the primary tracking sheet. A count of the children is completed and each teacher initials the form.
- For children transitions, just initial after doing a count and roll call.
- As each teacher arrives he/she needs to do a count, roll call, record it on the tracking sheet and signature first and last name.
- At each teacher transition a first and last name signature is required (i.e. arriving for the day, departing for break, returning from break, for bathroom breaks and departing for day).
- All teachers involved in a transition must initial the tracking sheet after doing a count/roll call and record (i.e. if 3 teachers go to the playdeck then all 3 teachers must initial the tracking sheet).
- When you are leaving the room, do a head count as the children are walking through the door, do a head count as you are walking down the hall and do a head count as the children are going through the door onto the play area.
- When you are outside of the center, and a child or children need to go to the bathroom you must track the child (ren) off the main tracking sheet and onto another tracking sheet that will go with you (i.e. 1 child needs to use the bathroom and there are only 2 teachers with 18 children, then 1 teacher has to take 8 children with him/her to the bathroom and track all 8 off of the main tracking sheet).
- If working in the hallway with a group of children and the door is open, you do not have to track the children off of the main tracking sheet. However, if the door is closed, you now are separated from the main group and need to sign the children off of the main tracking sheet and onto a floating tracking sheet.
- When leaving the center, please stop by the front desk for a member of the Leadership Team to do a count/roll call and initial your tracking sheet (this should be done as you are leaving and when you return back to the center).
- Any time a teacher is sent to assist in another home base, you will do a count of the children and provide a signature. This reflects that you are signed out of the classroom.
- All tracking forms are turned into the Director each night. We Care tracking sheets will be checked to ensure that they are being done correctly and to assist with any questions or concerns that you may have.

Transitioning Children To/From an Enrichment Program

Procedure

All of the following steps must be implemented by the Bright Horizons' in-ratio teacher. Under no circumstances should an enrichment provider be counted in ratio, or be responsible for following transition protocol.

1. **Prepare a Transition Tracking Sheet with the names of those children that are attending the program.** The homebase teacher will note their departure on the homebase tracking sheet. If all children are attending, take the homebase sheet and account for this as you would a significant transition.
2. **Count the children and take a roll call before leaving the room.** If going to multiple rooms, do this at each homebase. Take a count and initial (teacher taking the children to enrichment program) the tracking sheet at each location.
3. **Upon arriving at the enrichment location, count the children and take roll call before entering.** Enter the total count and initial the tracking sheet.
4. **When the enrichment program has ended, count the children and take roll call.** Take a count and initial the tracking sheet.
5. **Stop by each location to bring children back to their homebase.** Sign them out on the enrichment tracking sheet as they are returned to their homebase.
6. **When the children have returned to the homebase, the homebase teacher will sign the children back in on the homebase tracking sheet and the teacher who took the children to the enrichment program will note their departure on the enrichment tracking sheet.** The homebase teacher will note the new arrival time and do a roll call as the children re-enter the homebase.
7. **File the completed enrichment tracking sheet in an enrichment program file for reference/documentation.**



Transition Sheet FAQs

What if I have a system that works now?

The sheets are our way of standardizing documentation and good practice. We expect that programs will use the sheets and prescribed procedures, but are invited to add additional best practices around supervision and transitions.

What is the basic intent of the tracking sheets?

To emphasize rosters (i.e., names) vs. counts and to create documentation for increased accountability, focus, and audit potential. To reiterate – we are now looking at rosters, as well as counts, as being your primary control on managing transitions and supervision. As this may be a variation on past practice, please ensure this point is clarified with all staff.

When do I use the rosters vs. the columns using the tracking sheets?

When a group of children transition location, or a teacher change occurs, use the column to check names from the roster and to establish a visual count. No use of the transition column is necessary when an individual child leaves the homebase – simply sign that child out on the roster and cross the name off on the roster. There would be too many columns needed to do a column check each time a child leaves the roster.

Sometimes we break the children into small groups and take them outside or to other parts of the building. This means a lot of crossing out on the Transition Tracking Sheet. Is there another way to handle this?

You could divide the children into two separate groups (possibly by primary caregivers) and do two separate sheets.

Do we have to cross a child off every time he goes to the bathroom or goes down the hall with a teacher to the art closet?

That is not considered a major transition and does not have to be tracked as such, however some centers may want to do so and that is fine.

We have enrichment programs in our center-how do we handle that transition?

If the whole group goes, just take the tracking sheet and handle it as a transition (take a roll call and count). If only a few go, you will need to complete a sheet for the enrichment program, cross the children off the main sheet, add them to the enrichment tracking sheet, do a roll call and count, and both you and the enrichment provider must initial. When the children are returned, they will be crossed off the enrichment tracking sheet, and put back on the main tracking sheet, etc.

Where should the official count of the homebase be?

We expect that the roster names that are signed in by the teacher will match the number and identity of children in care of that teacher at all times. In fact, the column may not match the roster count at any given time if children have been signed out. **The roster is the official class count at all times, not the transition columns.**

Who is supposed to sign the children in and out--the parents or the teachers?

When the policy was first issued, it did say that parents were to sign the children in and out each day. Although this was somewhat ambiguous, the intent was to use the tracking sheet. However, after giving this considerable thought, the We Care Team has decided that the teachers should be signing the children in and out each day (sheets cannot be pre-printed). This is to ensure that the child's full name is written, that busy parents don't forget, that at the end of the day when teachers are trying to keep track of numbers, parents and teachers aren't vying for the clipboard, and most importantly, that the staff has a physical and visual recognition with the children that they sign in which truly meets the intent of this program. A new policy will be distributed with next week's Monday Memo.

DEC 19 2008

What if licensing requires parents/guardians to sign in and out?

If that is the case, you will still need to have in/out sheets available in the homebase for this purpose.

Bright Horizons
We Care Policy

I have read and understand the Bright Horizons Family
Solutions Guidelines for We Care.

Name (Print)_____

Name (Signature)_____

Date_____

We Care Quiz

- 1) While on a walk, how often should a count and roll call be done and noted on the tracking sheet?
- 2) How many groups are recommended to be on the playground at the same time?
- 3) Should children be transitioning at the same time as a teacher transition?
- 4) How should teachers position themselves on the playground?
- 5) How many transitions should be occurring in the same area at the same time?
- 6) During children transitions with more than one teacher, where should they be positioned?
- 7) Who is supposed to sign the children in and out?
- 8) When are roll calls to be done?
- 9) At teacher transitions, do both teachers verify by their signature?
- 10) How is verification done for the tracking sheets?

Transition Songs & Activities

- Circle Time (use this song to welcome children to the circle)

- ❖ Good Morning (Greg & Steve)

Good morning, good morning, good morning to you

Good morning, good morning, good morning to you

Our day is beginning there's so much to do

Good morning, good morning, good morning to you

(Repeat verse)

Use hand motions such as shaking hands during "good morning" verses and opening arms to the "so much to do" verse. Use children's names and repeat verse until all children are accounted.

Transitioning Songs

- Transitioning children to another activity or area

- ❖ What Are You Wearing (Hap Palmer)

What are you wearing, what are you wearing today - today

What are you wearing, what are you wearing today - today

If you're wearing "green" line up, if you're wearing "green" line up

(repeat until all the children are standing and checked off on the transition sheet)

- Use with younger children while transitioning

- ❖ 10 Wiggle Worms (Hap Palmer)

10 wiggle worms slither up from the earth (wiggle fingers)

Taking in the sun each and every one

They all get together and wiggle to the side (entwine fingers and wiggle to one side)

They all get together and wiggle to the other side

5 wiggle forward (wiggle one hand forward)

and 5 wiggle backward (wiggle the other hand back)

They all come together and tangle in a pile (entwine fingers together)

SMUSH - SMUSH

10 wiggle worms all tangled in a pile

5 wiggle left and 5 wiggle right

They all come together and tangle in a pile

SMUSH - SMUSH

10 wiggle worms all tangled in a pile

A bird swoops down (hand motion of a bird swooping down)

and 10 little worms all slither back down and hide in the ground all safe and sound
(wiggle fingers to the floor)

- Transition Activity

- ❖ To the tune of "Mary Wore a Red Dress" (Raffi)

Who has yellow on his shirt?

Daniel has yellow on his shirt.

Please stand right up and stomp your feet

Now go and get ready to eat.

Who has a purple stripe on her socks?

Linda has a purple stripe on her socks.

Please stand right up and stomp your feet.

Now go and get ready to eat.

- Transition Activity

- ❖ Warmin' Up (Greg & Steve)

Movement activity to use during transition

- Clean Up Activity

- ❖ Bunny Hop

Use this music while cleaning up - add your own words - such as
"We all clean up" (to the hop-hop-hop part)

- Transition Activity Song

- ❖ Hands Up in the Air (Hap Palmer)

Put your hands up in the air

Put your hands down on your nose

Put your hands up in the air

Now bend down and touch your toes

Everybody turn around

Now let's all jump and down

Put your right hand in the air

Put your right hand on your lips

Put your left hand in the air

Now put both hands on your hips

Everybody turn around

Now let's all jump up and down

Tiptoe quietly to the door

Don't let anyone hear your feet

Put your hands down at your side

Now let's get ready to go outside.

B >

DATE _____

Notes:

Transitions (note time for each)

COUNT

INITIALS

December 4, 2008

Union Pacific Child Development Center
1408 California St
Omaha, NE 68102

CERTIFIED MAIL

Dear Ms. Paradies:

Nebraska Revised Statutes, section 71-1911 (4), of the Child Care Licensing Act, effective July 16, 2004, provides the department may place a license on corrective action status.

FACTS:

On October 21, 2008, Child Care Inspection Specialist, Sandy Edwards, received a self-report from the director of the child development center regarding a toddler child being left unattended on the playground for less than 5 minutes.

On November 4, 2008, CCIS Edwards received written statements from the director as well as a staff person who witnessed the incident. Per those reports, the following occurred:

- A toddler class came inside from playing on the playground at around 11:40am. Shortly after, less than 5 minutes, another staff in the adjacent classroom heard knocking on the playground door. When immediately investigated by the other staff, a toddler child was observed outside on the playground alone and crying. The toddler was returned to her classroom and management was notified of the incident. The staff responsible for the child was terminated by the program shortly after the incident.

Program Compliance History related to current violation:

In August 2008, the Department substantiated a complaint that a toddler child was left unattended in a classroom for approximately 5 minutes. The staff and management were required to obtain in-service training regarding appropriate supervision which was completed prior to this self-report.

REGULATORY BASES:

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. 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 licensee to operate under corrective action status if the department determines:

- (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 health, safety or well-being of children or staff; and
- (c) The licensee had 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 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 in the future will be met, and must at a minimum include the following:

- (a) Implement a written plan, to ensure how each child will be supervised at all times while in the care, to include the transitioning of children from outside play to inside care.

Please submit your written Plan of Correction to Sandy Edwards, Child Care Inspection Specialist, Nebraska Department of Health and Human Services, Children's Services Licensing Program, 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 effective date of finding of 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 the program; or
- (f) Establish other restrictions or limitations on the type of service provider by the program.

If you have questions regarding this letter, please contact Sandy Edwards, Child Care Inspection Specialist at 595-3203 or Jo Pfeiffer, Child Care Licensing Supervisor at 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, Nebraska 68114

Cc: Sandy Edwards, Child Care Inspection Specialist
Marsha Wandersee Administrative Assistant II
Bob Cummings, Resource Development, Contract Management Division