

NEBRASKA

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DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

December 4, 2017

THE LITTLE GREEN TREEHOUSE DAYCARE & PRESCHOOL

Katlyn S. Ahrens, Owner/Director

305 Plaza Drive

West Point, NE 68788

Dear Ms. Ahrens:

In accordance with the letter written by Kathee Sanchez, Child Care Licensing Supervisor, on November 29, 2017, your original License to operate a Provisional 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 29, 2017, and it will remain in effect until May 29, 2018. Upon completion of this term, a new license will be issued to you.

At this time we ask that you submit your current license 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 Kathee Sanchez, Child Care Licensing Supervisor, at (402) 471-9302.

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 LITTLE GREEN TREEHOUSE, DAYCARE & PRESCHOOL, LLC
is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an
Operating Provisional Child Care Center
located at: **305 PLAZA DRIVE West Point NE 68788**

A maximum of **40** children in ages **6 WKS** to **13 YRS** may be in attendance at any one time during the hours of **0530** to **1800** on **MTWTHF**.

THE LITTLE GREEN TREEHOUSE DAYCARE & PRESCHOOL is hereby issued License No. **CCC9629**

whose status is **Active-Corrective Action Status** effective from **06/19/2017** to **06/30/2018**.

Amended: **11/29/2017**

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 6, 2017**.



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

NEBRASKA

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DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

October 18, 2017

Certified and First Class Mail

The Little Green Treehouse Daycare & Preschool
Attn: Katlyn Ahrens
305 Plaza Drive
West Point NE 68788

Dear Ms. Ahrens;

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

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

A complaint was received by the Department and on March 22, 2017, Child Care Inspection Specialist (CCIS) Brenda Herring conducted an unannounced complain inspection. At this time CCIS Herring found 5 babies in a room with no staff, babies sleeping in swings and with blankets. Ms. Ahrens stated she had begun the process to be licensed in November, however, no information was received. CCIS Herring discussed, for the safety of children, staff needed to be in rooms and safe sleep practices followed.

A complaint was received by the Department and on April 18, 2017, CCIS Herring conducted an unannounced complaint inspection, along with a provisional inspection to the facility. Herring identified that for safety of the children, and for the provider to come into compliance to be licensed, provider was not to leave infants unattended in a room, medications for children must be marked along with instructions and safe sleep practices must be used.

CCIS Herring conducted an unannounced inspection on 10/13/2017. At this time she found no staff in the infant room, which had 5 infants in play pens, although she did see a staff go into the room after she had arrived. An infant had an untucked blanket in the play pen. Medication was unlocked in the kitchen, staff to child ratio was not met. Herring noted there were items with sharp edges, swings with sharp hooks and a ladder laying in the play yard. A gate was also unlocked in the play yard.

391 NAC 3-006.01 Licensee Requirements: The licensee must:

1. Ensure that the center is administered and managed appropriately;
2. Maintain compliance with all applicable state statutes and child care center regulations;

391 NAC 3-006.02 Director Requirements: The director is responsible for managing the day-to-day operations of the child care center. The director must report to the licensee all matters related to the maintenance, operation, and management of the child care center and be directly responsible to the licensee or to a person delegated governing authority by the licensee. The director must:

1. Be responsible for the center's compliance with rules and regulations;
13. Ensure that staff-to-child ratios are met at all times

391 NAC 3-006.15B Staffing Requirements

1. All staff must be awake and alert to the needs of the children at all times, including napping/sleeping times.
2. Each room where children are receiving care must have a teacher who is involved with the direct care of children.
3. During naptime, at least one teacher must be in the room where children are napping, as long as the staff-to-child ratio is maintained center-wide.

391 NAC 3-006.15C Staff-to-Child Ratio: The center must maintain accurate staff and daily attendance records to verify compliance with staff-to-child ratios. Compliance with staff-to-child ratios is determined on a center-wide basis.

Only staff involved in the direct care of children are counted. The appropriate staff-to-child ratios must be met at all times, as follows.

Age of Children	Number of Children in Care	Number of Staff Required
6 weeks to 18 months	4	1
18 months to 3 years	6	1
3 years	10	1
4 and 5 years	12	1
School-age	15	1

391 NAC 3-006.19 Supervision of Children: Adequate and appropriate supervision must be provided to children at all times children are in attendance, including during outdoor play. Ultimate responsibility for supervision rests with the licensee.

391 NAC 3-006.22B Beds, Cribs, and Sleeping Surfaces: The licensee must ensure that sleeping surfaces appropriate to the child's age and level of development are available for each child in care.

2. The only acceptable sleeping surfaces for children age 12 months and under are cribs and playpens. When used, cribs and playpens must meet the following standards: ...

- c. Cribs and playpens must contain no soft objects, bumper pads, toys, or loose bedding. If a blanket is used, it must be secured or tucked under the crib mattress or the pad of the playpen and reach no higher than the infant's chest; ...

391 NAC 3-006.23A Infant Care Rooms: Rooms where infants are receiving care must be limited to the care of no more than 12 children at any one time.

1. If five or more infants are receiving care in a room, at least two staff members must be in the room.

391 NAC 3-006.31A Housekeeping and Maintenance: The licensee must ensure that the necessary housekeeping and maintenance are provided to protect the health and safety of children in care. The center and grounds must be kept clean, safe, and in good repair.

1. The center and any building on the premises in or around areas where children are present must be kept free of exposed lead-based paint surfaces that are flaking, peeling, or chipped.

391 NAC 3-006.29A Storage of Breast Milk and Formula: All prepared formula or breast milk must be refrigerated and clearly labeled with the child's name, date received, and date expressed and date frozen if applicable.

391 NAC 3-006.31B Maintenance of Equipment, Fixtures, Furnishings, and Toys: The licensee must ensure that equipment, fixtures, furnishings, and toys used in the center are kept clean, safe, and in good repair.

1. The licensee/director must create and follow a process for routine and preventative maintenance of equipment, fixtures, furnishings, and toys so they are kept safe, in good repair, and available to meet the intended use. This includes ensuring no sharp edges, rust, or loose parts.

391 NAC 3-006.32 Environmental Safety: The licensee is responsible for maintaining a safe and hazard-free environment to protect the health and safety of children in care.

391 NAC 3-006.32E Other Environmental Safety Requirements

2. All cleaning agents, medications (both prescription and nonprescription), and poisonous materials must be kept in locked storage at all times children are in care. Separate locked storage must be provided for medications requiring refrigeration.

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

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

1. Identification of issue(s) of concern;
2. Provisions for how you will correct and maintain compliance;
3. Specify the written documentation to be provided to the Department;

4. Identify who is responsible (include position titles) for corrections and maintenance of compliance; and
5. Timelines.

Please submit your written Plan of Correction to Brenda Herring, Child Care Inspection Specialist, Nebraska Department of Health and Human Services, Office of Children's Services Licensing, 1955 E Military Road, Fremont, NE 68025 **within ten calendar days** after you receive this letter.

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

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

If you have questions regarding this letter, please contact Brenda Herring, Child Care Inspection Specialist at 402-727-2968 or Kathee Sanchez, Child Care Licensing Supervisor at 402-471-9193.

Sincerely,

Kathee Sanchez
Child Care Licensing Supervisor
Children's Services Licensing
Licensure Unit
P.O. Box 94986
Nebraska State Office Building, First Floor
301 Centennial Mall South
Lincoln, NE 68509-4986

Cc: Brenda Herring, Child Care Inspection Specialist
Rita Krusemark, Program Specialist

Plan of Correction

Licensee Requirements:

- The center was not being administered or being managed appropriately.
- The center was not in compliance with all applicable state statutes and childcare center regulations.
 - The center will come into compliances with all the state statutes and regulations by November 13, 2017.

Director Requirements:

- That there was not staff in the infant room, infant room had 5 infants in pack and plays, one infant had a blanket in the pack and paly that was not tucked in on three sides, medication were not locked in the box and left of the counter in the kitchen, play yard had a baby swing with sharp edge on it, ladder was located in the play yard and out of staff ratio in the infant room
 - Director will ensure that all staff to child ratios are met at all time.
 - Director will ensure that staff is located in each room where children are present.
 - Director will ensure that the ladder and swing are removed from the play yard and that the gate remained locked at all times that children are in care.
 - The swing and ladder have both been removed from the play yard and the gate has been locked and remains locked at all time children are in care.
 - Director will ensure that blankets are not to be used in the pack and plays.
 - Blankets are no longer allowed to be used during napttime of children under 12 months of age. If they do use a blanket that they have to be tucked under 3 sides of the mattress and no higher then the infant's chest.

Staffing Requirements:

- Staff was not alert at the time that the children where napping in the rooms
- There was no one in the baby room when infants where sleeping
- The infant room had no one in the room at the time kids where in the room
 - Staff has been talked to that they have to stay awake and alert at all time when in the classrooms with the child.
 - There is now 2 staff in the baby room at all times when sleeping and playing in their room. Angie Osman and Shawnee Cram-Raymond who are teaching in the room with the infant. Katlyn Ahrens is with the 3 years olds; Stephanie Bustillos and Anna Borman are with the 18months to 3 years.
 - During nap time Angie and Shawnee are in the infant room. Katlyn, Stephanie, or Anna sits in the classroom while the other children are napping in other classroom.

- These have all been changed immediately and will continue to stay this way.

Staff-to-Child Ratio:

- In the infant room we had 5 babies to one staff Angie
 - Now have 8 children less than 18 months in the infant room with 2 staff Angie and Shawnee.
 - Stephanie and Anna has 6 children to 1 staff with the 18 months to 3 years.
 - Katlyn has 10 children to 1 staff with the 3 year olds.
 - These have all been changed immediately and will continue to stay this way. The kids will change rooms when they are to olds for the classroom that they are in now.
 - I write down every day that will be in which classroom for the day.
 - We have check in and out sheets on all the children for who is here and not here each day.

Supervision of Children:

- Staff was not alert at the time that the children where napping or in the classroom getting ready for naptime.
 - Staff now have to get up and walk around the room every 5 minutes during naptime to check on all the children sleeping, and they must also stay in the classroom with the children or have someone come take their spot so they can use the restroom, but no room is to be left alone with children in it at all times.
 - These have all been changed immediately and will continue to stay this way.

Beds, Cribs, and Sleeping Surface:

- Had one infant under the age of 12 months with an blanket in her pack and play.
 - None of the children under the age of 12 months get to sleep with their blankets unless the blanket is big enough to reach under 2 sides of the mattress and is no higher then the infants chest.
 - These have all been changed immediately and will continue to stay this way until they reach older then 12 months of age.

Infant Care Room:

- There were five infants in the classroom at the time of the inspection with only one staff member.
 - Now have 8 infants from 6 weeks to 18 months in the infant room with 2 staff present in the room at all time Angie and Shawnee.
 - These have all been changed immediately and will continue to stay this way.

Housekeeping and Maintenance:

- The back yard had trash in it from the construction crew working on our roof and a ball had a hole in it.
- The gate to the backyard didn't have the lock on it at the time of the inspection.
 - All the trash is picked up before we go outside with the children and all broken toys are picked up and put in the trashcan outside our gate.
 - The gate is remained locked at all time even if the children are not outside playing. When staff takes the trash out they are to relock the gate each time.
 - The building is cleaned each night after all of the children leave the daycare.
 - These have all been changed immediately and will continue to stay this way.
 -

Storage of Breast Milk and Formula:

- Had breast milk in the freezer that that not yet been marked with the date that we have received it on each bag.
 - All of the bottles have the child's name on the bottle.
 - All of the breast milk has now been marked and every time we get new breast milk in we make it with the date that we received it.
 - Also have informed all the parents with the information that we need on the bags of breast milk.
 - These have all been changed immediately and will continue to stay this way.

Maintenance of Equipment, Fixtures, Furnishings, and Toys:

- Had a flat ball and swing with a sharp edge in the play yard that needed to be removed.
- Had a ladder in the play yard that was being used for change batteries in the 3 smoke detector that use batteries.
 - The flat ball had a hole in it and has been thrown away in the trash.
 - The swings have been placed in a plastic tube with a lid so that we can change them out for when we need to use a different swing, also that the children cannot hurt themselves with the sharp edges.
 - We check over all the toys every day to make sure that none of the toys are broken and if so they are removed and placed in the trash so they can not be played with any more.
 - These have all been changed immediately and will continue to stay this way and we check over all the toys every day to make sure that none of the toys are broken and if so they are removed and placed in the trash so they can not be played with any more.

Environmental Safety:

- None of my staff is allowed to smoke in the daycare center or in the parking lots of the daycare center. They are also not allowed to have alcohol or any controlled substance in the daycare center or to be using in the daycare. if they are found doing any of that they will be asked to leave work for the day.
 - These have all been changed immediately and will continue to stay this way.

Other Environmental Safety Requirements:

- Had medication out on kitchen countertop had not locked the box up after I have gotten the medication out of the box.
 - Each time a child needs some medication out of the box we get it out and give the right dosage ready for the child to take and put it away before we give the child the medication.
 - After locking the box they are to put it away in the cabinet above the refrigerator.
 - These have all been changed immediately and will continue to stay this way.

Katlyn Ahrens who is the director and owner of The Little Green Treehouse Daycare and Preschool is responsible for making sure that all staff is making the corrections that they need to be making and making sure that they all maintenance is in compliance.

All of the violations have been corrected after the date of the inspection and will not go. These have all been changed immediately and will continue to stay this way.

Job Description

Employees will be given a copy of their particular job description upon hiring and during each evaluation. Job descriptions may be reasonably altered from year to year at the Director's discretion to reflect the changing needs of the Center. Each job is generally described as follows.

Director

Job Description:

The Director is responsible for providing and maintaining a nurturing and educational environment for the Center and for the children in their care. The Assistant Director is also responsible for helping with the administration and day-to-day operations of the Center, including supervising other employees.

Qualifications:

The director of a center initially licensed on or after the operative date of these regulations must be at least 19 years of age and of good moral character, and must meet one of the following requirements:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education, or child/youth development;
2. Hold a bachelor's degree from an accredited college or university with at least six credit hours in early childhood education, education or child/youth development;
3. Have an associate degree from an accredited college or university in early childhood education, education or child/youth development;
4. Have a Child Development Associate Credential; or
5. Have a high school diploma or GED and 3000 clock hours of verifiable experience in organized group activities for children age birth to 13 as indicated by a positive reference from a former employer or supervisor and:
 - a. Have successfully completed six credit hours or 36 clock hours of Department-approved training in administration, early childhood education, education, or child/youth development. Business courses may be included, not to exceed one-half of the credit or clock hour requirement; or
 - b. A written, Department-approved plan to acquire at least six credit hours or 36 clock hours of Department-approved training in administration, early childhood education, education, or child/youth development, in a period not to exceed 12 months. Business courses may be included in the plan, not to exceed one-half of the credit or clock hour requirements.

Special Knowledge/Skills:

- Experience working in an early childhood setting
- Experience working with persons from diverse cultural and economic backgrounds
- Must be flexible and adaptable to meet the needs of the children and program, including working hours outside the Center's regular hours of operation, as needed

- Experience supervising and directing staff

Major Responsibilities and Duties:

1. Plan and create of classroom environments conducive to learning and appropriate to the physical, social, and emotional development of students with an emphasis on language development and emergent literacy skills
2. Perform duties as planned by the Director
3. Assist in the screening and preparation of children to fully participate in program services
4. Implement the curriculum planned by the Director
5. Interact with the children in a way which conveys respect and nurturing
6. Support the social and emotional development of children
7. It will be the child care provider's responsibility to play with children; this will often mean getting down on the floor to interact with them
8. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
9. Assist in the selection of books, equipment and other instructional materials appropriate for the Center
10. Maintain attendance records of children enrolled at the Center
11. Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands
12. Maintain a safe environment based on safety standards set by the program
13. Help other staff in preparing meals for children as required
14. Assist in the cleaning and straightening of the child care rooms at the end of the day, as well as putting away any outside equipment
15. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
16. Assist in the development and facilitation of interactive parent and child literacy activities
17. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
18. Continue professional development through attending workshops, conferences and other staff development
19. Demonstrate behavior that is professional, ethical, and responsible
20. Supervise lead caregivers, caregivers, volunteers, and visitors
21. Assist in the orientation of new caregivers to the Center
22. Assist in the evaluation of caregivers at the Center
23. Assist in providing ongoing training to caregivers at the Center
24. Perform other duties and responsibilities as assigned by the Director
25. Being alert and attentive to all the children.

Supervisory Responsibilities:

- Lead caregivers, caregivers, volunteers, and visitors

Working Conditions:

- Mental Demands:
 - Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress

- Physical Demands/Environmental Factors:
 - Ability to routinely lift children (if assigned to the Continuity of Care room - must be able to lift a minimum of 25 lbs regularly), move furniture in the classroom, and sustain long hours of active work
 - The aforementioned statements describe the general requirements for this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Other duties may be logically assigned as appropriate.

Assistant Director

Job Description:

The Assistant Director is responsible for providing and maintaining a nurturing and educational environment for the Center and for the children in their care. The Assistant Director is also responsible for helping with the administration and day-to-day operations of the Center, including supervising other employees. The Assistant Director reports to the Director.

Qualifications:

The director of a center initially licensed on or after the operative date of these regulations must be at least 19 years of age and of good moral character, and must meet one of the following requirements:

6. Hold a bachelor's degree from an accredited college or university in early childhood education, education, or child/youth development;
7. Hold a bachelor's degree from an accredited college or university with at least six credit hours in early childhood education, education or child/youth development;
8. Have an associate degree from an accredited college or university in early childhood education, education or child/youth development;
9. Have a Child Development Associate Credential; or
10. Have a high school diploma or GED and 3000 clock hours of verifiable experience in organized group activities for children age birth to 13 as indicated by a positive reference from a former employer or supervisor and:
 - c. Have successfully completed six credit hours or 36 clock hours of Department-approved training in administration, early childhood education, education, or child/youth development. Business courses may be included, not to exceed one-half of the credit or clock hour requirement; or
 - d. A written, Department-approved plan to acquire at least six credit hours or 36 clock hours of Department-approved training in administration, early childhood education, education, or child/youth development, in a period not to exceed 12 months. Business courses may be included in the plan, not to exceed one-half of the credit or clock hour requirements.

Special Knowledge/Skills:

- Experience working in an early childhood setting

- Experience working with persons from diverse cultural and economic backgrounds
- Must be flexible and adaptable to meet the needs of the children and program, including working hours outside the Center's regular hours of operation, as needed
- Experience supervising and directing staff

Major Responsibilities and Duties:

1. Plan and create of classroom environments conducive to learning and appropriate to the physical, social, and emotional development of students with an emphasis on language development and emergent literacy skills
2. Perform duties as planned by the Director
3. Assist in the screening and preparation of children to fully participate in program services
4. Implement the curriculum planned by the Director
5. Interact with the children in a way which conveys respect and nurturing
6. Support the social and emotional development of children
7. It will be the child care provider's responsibility to play with children; this will often mean getting down on the floor to interact with them
8. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
9. Assist in the selection of books, equipment and other instructional materials appropriate for the Center
10. Maintain attendance records of children enrolled at the Center
11. Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands
12. Maintain a safe environment based on safety standards set by the program
13. Help other staff in preparing meals for children as required
14. Assist in the cleaning and straightening of the child care rooms at the end of the day, as well as putting away any outside equipment
15. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
16. Assist in the development and facilitation of interactive parent and child literacy activities
17. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
18. Continue professional development through attending workshops, conferences and other staff development
19. Demonstrate behavior that is professional, ethical, and responsible
20. Supervise lead caregivers, caregivers, volunteers, and visitors
21. Assist in the orientation of new caregivers to the Center
22. Assist in the evaluation of caregivers at the Center
23. Assist in providing ongoing training to caregivers at the Center

- 24. Perform other duties and responsibilities as assigned by the Director
- 25. Being alert and attentive to all the children.

Supervisory Responsibilities:

- Lead caregivers, caregivers, volunteers, and visitors

Working Conditions:

- Mental Demands:
 - Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress
- Physical Demands/Environmental Factors:
 - Ability to routinely lift children (if assigned to the Continuity of Care room - must be able to lift a minimum of 25 lbs regularly), move furniture in the classroom, and sustain long hours of active work
 - The aforementioned statements describe the general requirements for this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Other duties may be logically assigned as appropriate.

Lead Teachers

Job Description:

Caregivers/teachers are responsible for providing and maintaining a nurturing and educational environment for the children in their care. Caregivers report to the Director/Assistant Director.

Qualifications:

To be employed as a teacher in a licensed childcare center, an individual who is not a certificated teacher must be at least 18 years of age and of good moral character, and must meet one of the following requirements:

Education/Certification:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
2. Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. Have a Child Development Associate Credential; or
4. Have a high school diploma or GED; and
 - a. 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor; or
 - b. Submit a written plan for Department approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review.

Special Knowledge/Skills:

- Experience working in an early childhood setting
- Experience working with persons from diverse cultural and economic backgrounds

- Must be flexible and adaptable to meet the needs of the children and the Center

Major Responsibilities and Duties:

1. Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of children
2. Perform duties as planned by the Director or Lead Caregiver for the assigned classroom
3. Assist in implementing the curriculum planned by the Director or Lead Caregiver
4. Interact with the children in a way, which conveys respect and nurturing
5. Support the social and emotional development of children
6. Engage in active play with children; this will often mean getting down on the floor to interact with them
7. Provide activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the development levels of the children
8. Maintain accurate and appropriate records for children in the assigned classroom.
9. Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands
10. Maintain a safe environment based on safety standards set by the Center and state guidelines
11. Help other staff in preparing meals for children as required
12. Assist in the cleaning and straightening of the child care rooms
13. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
14. Assist in the development and facilitation of interactive parent and child literacy activities
15. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
16. Continue professional development through attending workshops, conferences, and other staff development opportunities
17. Demonstrate behavior that is professional, ethical, and responsible
18. Perform other reasonable duties and responsibilities as assigned by the Director
19. Being alert and attentive to all the children.

Supervisory Responsibilities:

- None

Working Conditions:

- Mental Demands:
 - Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress
- Physical Demands/Environmental Factors:
 - Ability to routinely lift children (if assigned to the Continuity of Care room - must be able to lift a minimum of 25 lbs regularly), move furniture in the classroom, and sustain long hours of active work

- The aforementioned statements describe the general requirements for this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Other duties may be logically assigned as appropriate.

Assistant Teachers

Job Description:

Caregivers/teachers are responsible for providing and maintaining a nurturing and educational environment for the children in their care. Caregivers report to the Director/Assistant Director.

Qualifications:

To be employed as a teacher in a licensed childcare center, an individual who is not a certificated teacher must be at least 18 years of age and of good moral character, and must meet one of the following requirements:

Education/Certification:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
2. Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. Have a Child Development Associate Credential; or
4. Have a high school diploma or GED; and
 - c. 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor; or
 - d. Submit a written plan for Department approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review.

Special Knowledge/Skills:

- Experience working in an early childhood setting
- Experience working with persons from diverse cultural and economic backgrounds
- Must be flexible and adaptable to meet the needs of the children and the Center

Major Responsibilities and Duties:

1. Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of children
2. Perform duties as planned by the Director or Lead Caregiver for the assigned classroom
3. Assist in implementing the curriculum planned by the Director or Lead Caregiver
4. Interact with the children in a way, which conveys respect and nurturing
5. Support the social and emotional development of children

6. Engage in active play with children; this will often mean getting down on the floor to interact with them
7. Provide activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the development levels of the children
8. Maintain accurate and appropriate records for children in the assigned classroom.
9. Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands
10. Maintain a safe environment based on safety standards set by the Center and state guidelines
11. Help other staff in preparing meals for children as required
12. Assist in the cleaning and straightening of the child care rooms
13. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
14. Assist in the development and facilitation of interactive parent and child literacy activities
15. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
16. Continue professional development through attending workshops, conferences, and other staff development opportunities
17. Demonstrate behavior that is professional, ethical, and responsible
18. Perform other reasonable duties and responsibilities as assigned by the Director
19. Being alert and attentive to all the children.

Supervisory Responsibilities:

- Supervise caregivers, volunteers, and visitors assigned to the Lead Caregiver's classroom.

Working Conditions:

- Mental Demands:
 - Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress
- Physical Demands/Environmental Factors:
 - Ability to routinely lift children (if assigned to the Continuity of Care room - must be able to lift a minimum of 25 lbs regularly), move furniture in an early childhood classroom, and sustain long hours of active work
 - The aforementioned statements describe the general requirements for this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Other duties may be logically assigned as appropriate.

Disciplinary Process

In the event that an employee is found to be in violation of one or more policies outlined in this handbook, the disciplinary process may be initiated. While this is generally a process of escalating actions, certain violations may be more egregious

in their severity, frequency of occurrence, and/or scope, and thus could warrant a disciplinary action higher on the list, up to and including termination of duties. The determination of the specific disciplinary action to be undertaken is at the discretion of the Director, and will be appropriate to the nature of the offense.

Reprimand

- A reprimand may be given to any employee when a minor violation of Center policies or procedures has occurred. A reprimand may be either verbal or written. Verbal reprimands will be documented by the Director/Assistant Director, and the documentation will be placed in the employee's personnel file. Written reprimands will include brief documentation of the incident and the date on which it occurred. Written reprimands require that a copy of the written reprimand be given to the employee, and a copy of the reprimand signed by the employee to acknowledge receipt of the document must be placed in the employee's file.

Written Warning

- For more serious violations of policies and procedures, or repeated minor violations, an employee may be given a written warning. The written warning will clearly describe the deficiency in the performance or conduct, and will cite the policy, licensing regulation, or procedure violated. The written warning will contain a corrective action plan, outlining the necessary action(s) to correct the deficiency and a timetable in which the corrective action must occur.
- A copy of the written warning and the corrective action plan will be given to the employee. Employees are required to sign a copy of the written warning, acknowledging its receipt, which will then be placed in the employee's personnel file. Signing the written warning does not indicate that the employee agrees with the contents; it simply indicates receipt of a copy of the written warning. Failure or refusal to sign the written warning will be considered insubordination and will result in disciplinary action up to and including termination.
- Copies of all documentation regarding corrective action plans will be retained by the Director.

Investigatory Suspension

- For suspected severe, but unconfirmed allegations of policy and procedure violations, the Director may initiate an Investigatory Suspension of the employee. During this time, the employee is suspended without pay. The outcome of an investigatory suspension is generally either full reinstatement (if the employee is found not to be in violation of the policies) or further disciplinary action, up to and including termination of employment.
- Examples of situations which would warrant use of Investigatory suspension include, but are not limited to:
 - Charges of driving while intoxicated
 - Report of child abuse or neglect
 - Accusations of theft
 - Violation of the Substance Abuse Policy

- Other similar situations
- Investigatory suspension may not exceed 10 working days without the approval of the Director.

Suspension

- Suspension of an employee may occur at the discretion of the Director/Assistant Director for specific, major infractions of the Personnel Policies. Suspension of an employee will not require prior verbal or written disciplinary action. Suspension may be used in circumstances where a confirmed violation of policies is not considered severe enough to warrant termination of employment, and where the employee can be successfully rehabilitated to effectively discharge the duties of the position. Possible violations are similar to those on both the list for Investigatory Suspension and Termination, though certain violations are still subject to immediate termination of employment, without recourse to an initial suspension. Each situation is different, and will be treated as such.
- Suspension will be without pay. The employee will be notified in writing of the specific charges and the length of the suspension, and will be provided with a copy of this notice. The employee is required to sign a copy of the suspension notification to acknowledge receipt of same. Failure to sign the suspension notification will be considered insubordination and will result in disciplinary action, up to and including termination.
- When circumstances permit, an employee will be suspended upon receipt of the suspension notification. However, an employee may be suspended verbally if immediate suspension is in the best interest of The Little Green Treehouse Daycare and Preschool, its employees, or the children under the Center's care. Written notification in these circumstances will promptly follow via certified mail. Suspension by verbal notice may be given by the Director/Assistant Director, followed immediately by written approval of the Director.

Termination

- Involuntary termination does not necessarily require prior verbal or written disciplinary action. Teddy Bear Child Care, in accordance with Indiana law, is an "at-will" employer and may terminate the employment relationship at any time with or without cause and without notice. This policy is to be used as a guide for employees, but is not inclusive of all possible reasons or causes for termination from employment. Termination is an action, which must be approved by the Director. Notification of Termination may be written or verbal.
- Causes for involuntary termination include, but are not limited to, the following:
 - Unsatisfactory provisional period
 - Falsifying or misusing records, including application
 - Violation of confidentiality rules
 - Theft or misuse of The Little Green Treehouse funds, equipment, or property

- Absence from work without notification and/or approval as per related policies
- Discourteous treatment of the public, families, or co-workers
- Inappropriate behavior
- Non-performance of duties resulting in injury to the Center, its children, families, or employees.
- Being abusive or neglectful to children, parents, or employees
- Violation of the Substance Abuse Policy
- Failure to submit required documentation within mandated time frame
- Neglect of duty or refusal to comply with directives of Director/Assistant Director
- Misuse of leave policies
- Insubordination
- Receipt of 2 suspensions for the same infraction during any 12 month period.
- Failure to implement job specifics
- Receipt of 3 written warnings for any violations during any 12 month period; the date of the third warning will be the employee's last day of employment
- Failure to return to work following a leave of absence
- Failure to meet deadlines as presented by Director/Assistant Director
- Failure to not being alter and attentive to all the children.
- Employees who are involuntarily terminated shall forfeit all accrued vacation time and other benefits. Once employment has been terminated under this action, the employee is expected to return any keys and other property of the Center to the Director, and leave the Center at that time. The former employee will be escorted out of the building, and is no longer permitted on The Little Green Treehouse Daycare and Preschool property without the written approval of the Director. Any of the former employee's personal property or effects, which remain at Center, will be packed and shipped to the former employee's home address. The former employee's final paycheck(s) will be mailed to that address as well, and may not be picked up at the Center. All final paychecks will be sent on the scheduled paydays for the pay period applicable for the hours worked.

Tuesday

Preschool/Toddlers

8:00	5:15
8:00	4:45
7:30	5:15
3:30	5:45
8:00	5:15
11:30	5:45
7:15	4:00
3:30	5:45

Director Check List

Check at 7

- Number of babies to staff
- Number of toddlers to staff
- Check cleaning sheet
- Check sign in sheet
- Check gate is locked
- Check medication is locked and put away.

Check at 9

- Number of babies to staff
- Number of toddlers to staff
- Check sign in sheet
- Check cleaning sheet
- Check gate is locked
- Check medication is locked and put away.

Check at 12

- Number of babies to staff
- Number of toddlers to staff
- Check cleaning sheet
- Check sign in sheet
- Check gate is locked
- Check medication is locked and put away.

Check at 3

Number of babies to staff

Number of toddlers to staff

Check cleaning sheet

Check sign in sheet

Check gate is locked

Check medication is locked and put away.

Check at 5

Number of babies to staff

Number of toddlers to staff

Check cleaning sheet

Check sign in sheet

Check gate is locked

Check medication is locked and put away.

Staffing schedules are made a week in advance to make sure that there is enough staff all day long while children are in care at the center.

	Monday	Tuesday	Wednesday	Thursday	Friday
Stephanie	6:00- 3:30	6:00- 3:30	6:00- 3:30	6:00- 3:30	6:00- 3:30
Katlyn	7:00- 5:30	7:00- 5:30	7:00- 5:30	7:00- 5:30	7:00- 5:30
Angie	7:00- 5:00	7:00- 5:00	7:00- 5:00	7:00- 5:00	7:00- 5:00
Shawnee	8:00- 5:30	8:00- 5:30	8:00- 5:30	8:00- 5:30	8:00- 5:30
Megan	10:00-6:00	10:00-6:00	10:00-6:00	10:00-6:00	10:00-6:00
Anna	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30	8:30-5:30
Kali	3:30-6:00	3:30-6:00	3:30-6:00	3:30-6:00	3:30-6:00

If there is not enough staff for the day some of the children that do not come everyday will not be allowed to come, but I always have plan to have enough staff to not turn children away.

A note has been sent home with all the parents of babies in the baby room saying that the children are not allowed to use blankets while they are sleeping in the pack and play.

Dear Parents

Due to state regulations babies are not allowed to sleep with blankets in their pack and play. You may still send a blanket with them, but they will not be able to sleep with them in the pack and play. Once they start sleeping on a mat they will be able to use them during naptime. If you have any questions please feel free to ask me. Thank you for understanding.

Thank you,
Katlyn
Director
The Little Green Treehouse

They have to fill out the cleaning sheet each day and out their initials by them so I know who was responsible for that part of the cleaning. And if it has to be done more then once they both have to sign it. I check the cleaning sheet throughout the day at 7 9 12 3 and 5. The opener lets me know what was not done the night before.

Daily Cleaning

- Vacuum toddler 1 room
- Vacuum toddler 2 room
- Vacuum preschool room
- Vacuum infant room
- Clean all sleeping mats
- Sweep all the floors
- Mop enter floor
- Mop dining floor
- Mop kitchen floor
- Mop girls bathroom
- Mop boys bathroom
- Clean girls bathroom toilets
- Clean boys bathroom toilets
- Clean girls bathroom sinks
- Clean boys bathroom sink
- Clean changing table
- Clean kitchen countertop
- Take out kitchen trash
- Take out bathroom trash
- Take out office trash
- Locking the back gate

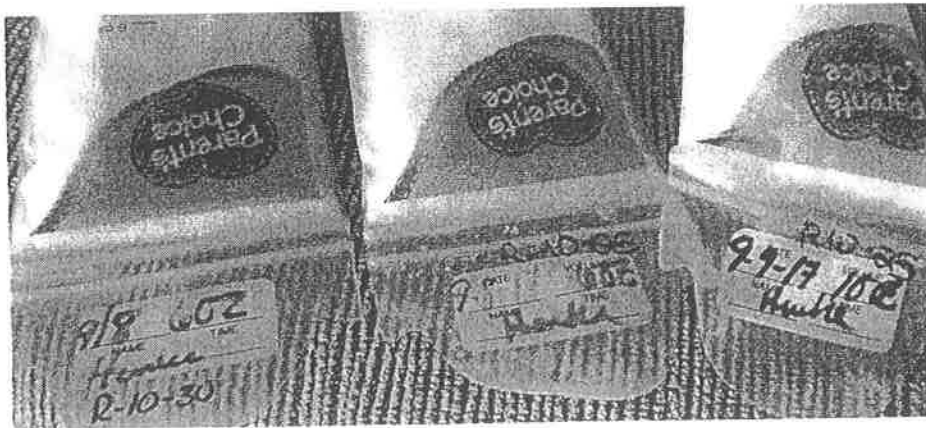
- Clean tables
- Clean chairs
- Clean highchairs
- Wash dishes/ run Dishwasher
- Run dishwasher
- Do laundry
- Put all toys away
- Put all books away
- Disinfect all toys
- Wash blankets on Friday
- Wash bed sheets on Friday
- Wash all swings and bouncers

A note has been sent home with all the parents of babies in the baby room saying how they need to label the breast milk and it has also been updated in the handbook as well. All prepared formula or breast milk must be refrigerated and clearly labeled with the child's name, date received, and date expressed and date frozen if applicable.

Dear Parents

Due to state regulations all prepared formula or breast milk must be refrigerated and clearly labeled with the child's name, date received, and date expressed and date frozen if applicable. If you have any questions please feel free to ask me. Thank you for understanding.

Thank you,
Katlyn
Director
The Little Green Treehouse



NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

November 29, 2017

The Little Green Treehouse Daycare & Preschool
Attn: Katlyn Ahrens
305 Plaza Drive
West Point NE 68788

Dear Ms. Ahrens;

The Nebraska Department of Health and Human Services, Office of Children's Services Licensing received your corrective action plan accepting Corrective Action Status. The attached corrective action plan has been reviewed and approved effective November 29, 2017. (Please post this plan at your facility).

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, November 29, 2017 to May 29, 2018.

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

If you have questions regarding this letter, please contact Brenda Herring, Child Care Inspection Specialist, 402-727-2968 or me.

Sincerely,

Kathee Sanchez
Child Care Licensing Supervisor
301 Centennial Mall South
PO Box 94986
Lincoln, NE 68509-4968
Phone (402) 471-9193 FAX (402) 471-6407
kathee.sanchez@nebraska.gov

cc:
Brenda Herring – Child Care Inspection Specialist
Rita Krusemark Program Specialist
File