

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
STATE OF NEBRASKA**

THE OPERATING CHILD CARE CENTER OF	)	LICENSING
MANDA'S PANDAS ART ACADEMY OWNED BY	)	AGREEMENT
AMANDA GALLAGHER	)	TERMINATED
		(Corrected)

LICENSED LOCATION: 630 N. COTNER BLVD., LINCOLN, NE 68505
LICENSE NUMBER: CCC9598
CAPACITY: 68
AGES: 6 WEEKS TO 12 YEARS
HOURS AND DAYS: 12: 00 AM TO 12: 00 AM MONDAY THROUGH SUNDAY
DATE INITIALLY LICENSED: NOVEMBER 14, 2016

Dear Licensee,

This letter is to inform you that the Interim Licensing Agreement you signed on November 15, 2017 has been terminated effective February 23, 2018. If you have any questions, please contact Teresa Neal, PO Box 94986, Lincoln, NE 68509-4986, (402) 471-6730, Teresa.Neal@nebraska.gov.

Although the interim licensing agreement is terminated, Mr. Dustin O. Hansen, is not to be on the premises at any time, during hours of operation.

Sincerely,

[Redacted Signature]

Administrative Assistant
Chris Kort
PO Box 94986
Lincoln, NE 68509-4986
(402)471-9302
Chris.Kort@nebraska.gov

2/28/18
Date

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Pete Ricketts, Governor

INTERIM LICENSING AGREEMENT

I, Amanda Gallagher, hereby state and declare:

I am the licensee of Child Care Centers, license numbers CCC9502 located at 2940 North 48th St, Lincoln NE 68504 (Manda's Pandas Child Care Center LLC and CCC9598, located at 630 North Cotner, Lincoln NE 68505 (Manda's Pandas Art Academy), licensed to provide services Monday through Sunday 24 hours a day for children ages 6 weeks to 13 years of age.

I agree to comply with all the Regulations Governing the Licensure of a Child Care Center as long as I am licensed by the State of Nebraska to provide child care services.

I understand and agree to comply with:

[REDACTED]

On November 15, 2017 the Office of Children's Services Licensing (CSL) became aware of an investigation involving Dustin Hansen. [REDACTED]

I understand and agree that under no circumstances will Dustin Hansen be on the child care premises, until such time as the investigations by [REDACTED] Law Enforcement and the office of Children's Services Licensing is complete and findings are determined.

I will ensure that this Interim Licensing Agreement will be prominently posted with the current Child Care Center licenses so it is clearly visible to a parents and representatives.

I understand that Children's Services Licensing staff shall conduct announced or unannounced visits to my program to determine compliance with this Interim Licensing Agreement.

This Agreement is an Interim Licensing Agreement which means that the Department reserves the right to take additional action as deemed appropriate. However, any violation of this Interim Licensing Agreement may be grounds for further negative action or discipline as the Department of Health and Human Services, Division of Public Health, may deem appropriate.

This Agreement shall be in effect from the signing of this Agreement for as long as the Department deems it appropriate and upon completion of an ongoing investigation(s). Should the Child Care Center be amended because of a change of address, this Agreement may transfer to the new address if appropriate to the conditions of this Interim Licensing Agreement.

Witness

Date

11/15/17

Provider/Licensee

Street/Address

2940 N. 48th St.
Lincoln, NE, 68504

11-15-2017

Date

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Pete Ricketts, Governor

September 6, 2017

MANDA'S PANDAS ART ACADEMY

Amanda Gallagher, Owner/Director

3344 T Street

Lincoln, NE 68503

Dear Ms. Gallagher:

In accordance with the letter written by Kathee Sanchez, Child Care Licensing Supervisor, on September 6, 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, September 5, 2017, and it will remain in effect until March 5, 2018. Upon completion of this term, a new license will be issued to you. [REDACTED]

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: Rita Krusemark, 301 Centennial Mall South, Lincoln, NE 68509-4986. [REDACTED]

If you have any questions, please contact Kathee Sanchez, Child Care Licensing Supervisor, at (402) 471-9193.

Sincerely,

[REDACTED]
Becky Wißell, Administrator
Licensure Unit
301 Centennial Mall South
Lincoln, NE 68509-4986

BW/dep

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

MANDA'S PANDAS ART ACADEMY, 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: 630 N COTNER, STE 200 Lincoln NE 68505

A maximum of 67 children in ages 6 WKS to 13 YRS may be in attendance at any one time during the
hours of 0000 to 2400 on MTWTHFSSU.

MANDA'S PANDAS ART ACADEMY is hereby issued License No. CCC9598
whose status is Active-Corrective Action Status effective from 11/14/2016 to 11/30/2017.
Amended: 09/05/2017

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
September 7, 2017.




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

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DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

September 6, 2017

Manda's Pandas Art Academy
Amanda Gallagher
630 N Cotner Blvd. Suite 200
Lincoln, NE 68505

Dear Ms. Gallagher;

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 September 5, 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, September 5, 2016 to March 5, 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 Teresa Neal, Child Care Inspection Specialist, 402-471-6730 or me.

Sincerely,

A black rectangular box redacting the signature of Kathee Sanchez.

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
Teresa Neal Child Care Inspection Specialist
Rita Krusemark Program Specialist
File

NEBRASKA

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DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

August 9, 2017

Certified and First Class Mail

Manda's Pandal Art Academy
Amanda Gallagher
630 N Cotner Blvd. Suite 200
Lincoln, NE 68505

Dear Ms. Gallagher

Authority: 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.

REGULATORY BASES:

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;

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;
6. Provide orientation for new staff, including training on child care center regulations;

3-006.03 Background Checks, Health Information, and Employment Limitations

3-006.03A Criminal History Record Checks: The applicant/licensee, if an individual or an individual in a partnership, must complete a pre-employment criminal history record check on him/herself, on each staff member and volunteer age 19 or older, and on each household member age 19 or older if the center is located in a private residence. Documentation must be kept and available for review by the Department

The check must be conducted through the Nebraska State Patrol or through one or more local law enforcement agencies, as appropriate to the individual's residence(s). If an individual has lived in Nebraska less than 12 months, the applicant/licensee must obtain documentation of a criminal history record check from the previous state(s) of residence

3-006.03B Registry Checks: The applicant/licensee, if an individual or an individual in a partnership, staff, volunteers, and household members if the center is located in a private residence, must not be listed as a perpetrator of abuse or neglect on the Nebraska.

1. Child abuse/neglect central register, if the individual is age 13 or older;
2. Adult protective services (APS) central registry if the individual is age 18 or older;
or
3. State Patrol sex offender registry.

The individual must provide enough information for an accurate check of the registries and must authorize the release of registry information. The Department will conduct the child and adult registry checks and provide the results to the applicant/licensee.

The applicant/licensee must conduct the State Patrol sex offender registry check. All registry checks must be completed before the individual assumes responsibility for the care and supervision of children.

Any individual who is listed as a perpetrator on any of the registries must not be on the premises during the hours of operation, except that a parent listed as a perpetrator may be allowed on the premises only to pick up and drop off his/her child.

3-006.05 Teacher Qualifications

3-006.05B Non-Certificated Teachers: To be employed as a teacher in a licensed child care 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:

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.

3-006.06 Substitute, Support Staff, Volunteer, and Parent Helper Qualifications

2. The director may hire support staff to assist in the care of children. Support staff must be at least 16 years of age and be of good moral character. A teacher must be in the room with support staff at all times when children are in care.

3-006.10E CPR and First Aid Training

1. CPR training must be obtained from an entity that has been approved by the Nebraska Board of Emergency Medical Services. The Department will provide the program with information about approved CPR courses.
2. At least one staff member with current CPR and First Aid training must be on the premises at all times during the hours/days of operation.

- 3 The CPR card and documentation of First Aid training must be available upon request.

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.

3-006.15C 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.

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.

1. Acceptable sleeping surfaces for children over 12 months of age are:
 - a. Beds;
 - b. Cots;
 - c. Cribs;
 - d. Playpens;
 - e. Sofas;
 - f. Washable sleeping bags; and
 - g. Waterproof mats, which must be at least one inch thick and at least 45 inches long.
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:
 - a. Cribs and playpens must be federally approved;
 - b. Cribs must be equipped with a waterproof crib mattress covered by a fitted sheet. The mattress pad for a playpen must be specifically designed for playpen use and covered by a fitted sheet;
 - 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; and
 - d. Cribs and playpens must be kept clean, in good repair, and not have any surface covered by lead-based paint.
3. Cribs, playpens, cots, and mats must be separated by at least three feet of space.

3-006.23 Infant/Toddler Care: If care is provided to infants and/or toddlers, the licensee must ensure that the emotional and physical needs of infants and toddlers are met consistently and promptly. Staff assigned to infants must be identified in writing and assigned to the same infants whenever possible. Center staff must:

1. Investigate the cries of infants immediately.
2. Hold, talk to, and engage in play activities with each child every day.

- 3 Hold infants under six months of age or those not yet able to hold their own bottles
Bottles must not be propped and must be removed from sleeping infants;

Facts: A complaint was received by the Department and on 7/25/2016 at approximately 9:30 p.m. CCIS Neal conducted an unannounced complaint inspection to the facility. Staff present were Titus Miller, Sara Voss and Jerisha Jackson. CCIS Neal observed an infant in a bouncer seat with a bottle propped and the three staff present were not attending to the proper feeding of this infant.

CCIS Neal conducted an unannounced inspection on 7/26/2017 at 8:00 am and spoke with facility managers Cassie and Jill. Staff records were made available and the records showed that none of the three staff present from the evening before met staff qualifications as a non-certificated teacher, nor were the three background registry checks completed. Because these three staff were not qualified as teachers the facility was out of compliance with staffing and staff/child ratio. The three staff present had limited training and none had cpr and first aid training. The only experienced child care staff present did not have verified qualifications on file.

CCIS Neal conducted an unannounced inspection on 7/26/2017 at approximately 9:00 p.m and met with Licensee/Director Amanda Gallagher regarding the complaint and findings from the prior evening. It was determined that staff Jerisha Jackson was present and did not have criminal background checks completed. Manager Cassie had found Jerisha Jackson's registry checks earlier in the day. Amanda Gallagher completed a State Patrol criminal background check at this inspection. CCIS Neal inspected the facility and found toddlers on mats that were not three feet apart. This regulation had been addressed at an earlier inspection on 5/31/2017.

DETERMINING CORRECTIVE ACTION STATUS:

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

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

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

CORRECTIVE ACTION STATUS: PLAN OF CORRECTION

Corrective action status is voluntary and the decision regarding the placement on corrective action status is not appealable. However, you are required to submit a written Plan of Correction that must be approved by the department

Your written plan of correction must:

- 1. Identify the issues of concern
- 2. Identify who is responsible for correction, and maintenance of compliance
- 3. Include timelines, and
- 4. Specify the documentation to be provided to the Department

5) Include a written plan of how corrections will be achieved.

Please submit your written Plan of Correction to Teresa Neal, Child Care Inspection Specialist, Nebraska Department of Health and Human Services, Office of Children's Services Licensing, P.O. Box 94986, Lincoln, NE 68509 **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 \$5.00 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;
- (d) Establish restrictions on new enrollment in 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 provided by the program.

If you have questions regarding this letter, please contact Teresa Neal, Child Care Inspection Specialist at 402-471-6730 or Kathee Sanchez, Child Care Licensing Supervisor at 402-471-9193.

Thank you

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 Teresa Neal, Child Care Inspection Specialist
Rita Krusemark, Program Specialist

Corrective Action Plan Manda's Pandal Art Academy LLC

The issues of concern addressed;

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

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;
6. Provide Orientation for new staff, including training on child care regulations.

3-006.03 Background Checks, Health Information, and Employment Limitations

3-006.03A Criminal History Record Checks: The applicant/licensee, if an individual or an individual in a partnership, must complete a pre-employment criminal history record check on him/herself, on each staff member and volunteer age 19 or older, and on each household member age 19 or older if the center is located in a private residence. Documentation must be kept and available for review by the Department.

The check must be conducted through the Nebraska State Patrol or through one or more local law enforcement agencies, as appropriate to the individual's residence(s). If an individual has lived in Nebraska less than 12 months, the applicant/licensee must obtain documentation of a criminal history record check from the previous state(s) of residence

3-006.03B Registry Checks:

The applicant/licensee, if an individual or an individual in a partnership, staff, volunteers, and household members if the center is located in a private residence, must not be listed as a perpetrator of abuse or neglect on the Nebraska

1. Child abuse/neglect central register, if the individual is age 13 or older;
2. Adult protective services (APS) central registry if the individual is age 18 or older; or
3. State Patrol sex offender registry

conduct the child and adult registry check and provide the results to the applicant/licensee.

The applicant/licensee must conduct the State Patrol sex offender registry check. All registry checks must be completed before the individual assumes responsibility for the care and supervision of children.

Any individual who is listed as a perpetrator on any of the registries must not be on the premises during the hours of operation, except that a parent listed as a perpetrator may be allowed on the premises only to pick up and drop off his/her child.

3-006.05 Teacher Qualifications

3-006.05B Non-Certificated Teachers:

To be employed as a teacher in a licensed child care center, an individual who is not a certificated teacher must be at least 18

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.

3-006.06 Substitute, Support Staff, Volunteer, and Parent Helper Qualifications

2. The director may hire support staff to assist in the care of children. Support staff must be at least 16 years of age and be of good moral character. A teacher must be in the room with support staff at all times when children are in care.

3-006.00E CPR and First Aid Training

CPR training must be an American Red Cross course that has been approved by the Nebraska Department of Community Medical Services.

The Department will provide the program with information about approved CPR courses.

2. At least one staff member with current CPR and First Aid training must be on the premises at all times during the hours/days of operation.
3. The CPR card and documentation of First Aid training must be available upon request.

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.

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The licensee must ensure that sleeping surfaces appropriate to the child's age and level of development are available for each child in care.

1. Acceptable sleeping surfaces for children over 12 months of age are:

- a. Beds;
- b. Cots;
- c. Cribs;
- d. Playpens;
- e. Sofas;
- f. Washable sleeping bags; and
- g. Waterproof mats, which must be at least one inch thick and at least 45 inches long.

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:

- a. Cribs and playpens must be federally approved.
- b. Cribs must be equipped with a waterproof crib mattress covered by a fitted sheet. The mattress pad for a playpen must be specifically designed for playpen use and covered by a fitted sheet.

cCribs 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; and

d.Cribs and playpens must be kept clean, in good repair, and not

Have any surface covered by leadbased paint.

4. Cribs, playpens, cots, and mats must be separated by at least three feet of space

3-006.23 Infant/Toddler Care: If care is provided to infants and/or toddlers, the licensee must ensure that the emotional and physical needs of infants and toddlers are met consistently and promptly. Staff assigned to infants must be identified in writing and assigned to the same infants whenever possible. Center staff must:

1. Investigate the cries of infants immediately;
2. Hold, talk to, and engage in play activities with each child every day;
- 3 Hold infants under six months of age or those not yet able to hold their own bottles. Bottles must not be propped and must be removed from sleeping infants.

Identifying who is responsible for corrections and maintenance of compliance

Amanda Gallagher is the responsible member for the day to day operations of the center. It is her responsibility to ensure all staff records are kept up to date and are neat as well as presentable when DHHS comes in to view them. To ensure that all documentation is done before hire Amanda Gallagher will sit down with the applicant to complete the; Prior to hire registry check, Early education hours form (or get the 1500 hours letter from a previous worker), sex offender registry check, background check, high school diploma, health check form, report law enforcement contact, ect before first day of work. On first day of work the employee will read the orientation materials and complete the new orientation check list.

*This has been worked on and files have been set in order. No time line is needed for the files.

*Staff with no high school diploma are not counted in kid count until copy is received.

*Key staff have received their CPR certification via DHHS approved source. This includes. Stacey, Titus, and Nyanchiew. All other new staff are waiting in line this week to take the approved courses.

*All staff have either the 45 clock hour's pre-approved application completed or 1500 hours work experience needed in their folders.

Amanda Gallagher is responsible for the training and orientation of staff at the child care center. Amanda Gallagher will ensure that every new hire orientation letter will be completed. Amanda added a folder on her desktop with all the blank forms to print off for the new hires ensuring papers will not be forgotten. Amanda Gallagher looked on the approved list of ways to get your CPR she then went onto the site and started getting the staff trained on their CPR and First Aid classes. Amanda Gallagher is currently working on getting all staff this training to ensure that there will be a staff on site at all times with these certifications.

*All criminal checks, registry checks, sex offender checks for all staff have been completed and are on file. These checks will be done and double checked by Amanda Gallagher before first day of orientation.

Amanda Gallagher will also be in charge of putting the center in order to be in compliance with the rules and regulations for child care guidelines.

*A new staff orientation checklist has been created. Each staff will on 8/22/2017 be required to read and understand that they understand the rules as well as regulations. The staff will be given a copy of the checklist to complete and bring back to the center. The new staff orientation letter will be given to the staff and the checklist will be given to the staff to complete and bring back to the center.

At nap time and sleep times Amanda Gallagher walks around and checks all cots to ensure they are 3 feet apart. She then constantly reminds the staff of why this is a rule, and personally ensures that children are the 3 feet apart. She also does this with the infant room. Ensuring that there is nothing but Baby in the basket. This is also part of the new staff orientation. This holds true for the bouncers and other equipment as well. Amanda Gallagher has also trained and instructed Jill King to do these walk through frequently to ensure that the rules are being followed. Staff found not following the rules are promptly written up or terminated.

Care in the infant room has been upped. There is new equipment to ensure the safe care for children. Safe with you classes are being viewed for dates and the staff will be taking those classes. Staff has been thoroughly reprimanded for propping an infant bottle. The staff has also been told why they cannot do that. All staff understands the rules and regulations and understands they will be written up and/or terminated for such behaviors again.

Amanda Gallagher has also spoken to all staff about the proper way to treat any agency that comes through our doors. Respect is not just due to our customers, but to anyone who walks through our doors. The staff has also been instructed that when any form of authority walks through our doors that they are to be polite as well as courteous. No DHHS staff shall walk in the daycare doors to be disrespected or spoken down to. Amanda Gallagher is completely mortified that this even happened at her center. Amanda Gallagher is also to be notified by staff when authorities come into the center so she can be here to assist with anything they may need to further ensure the respect that is due to such officers.

Thank you,

Amanda Gallagher

School Arrival / Departure / Visiting Policies (Parent)

School Arrival & Departure

When dropping off or picking up your child you must sign your child in/out using the iPad check in/out system in the classroom. The individual dropping off or picking up your child must be the person to check in/out. An Educare staff member is not able to check your child in/out.

Your child will only be released to a parent/guardian* or individuals you have designated on your child's "Authorization for Release & Emergency Contact" sheet.

Non-custodial caregivers from your "Authorization for Release & Emergency Contact" sheet picking up or dropping off children will check in at the receptionist desk and/or classroom. Non-custodial caregivers will have their identification verified by two Educare staff. Your child will not be released to a non-custodial caregiver until an appropriate photo identification is provided. Educare employees will sign off on the designated form in the classroom verifying they both checked the identification provided.

We CANNOT accept authorization to pick up changes over the phone, unless there is an emergency.

Educare will not release a child to anyone who cannot safely care for your child. This includes an abusive/aggressive adult or anyone suspicious of being under the influence of drugs/alcohol. We reserve the right to notify the Lincoln Police Department for assistance, if we deem the adult unsafe to care for your child.

Children must be dropped off or picked up by an individual 12 years of age or older.

If a child is left after hours, and Educare has not received notification of an adult coming to pick up the child or a parent/guardian or designated adult cannot be reached after fifteen minutes, Educare will contact the Lincoln Police Department for assistance.

Visitors

We welcome all parents/guardians to visit your child's classroom anytime during the day.

All visitors (anyone other than a parent/guardian*) entering the building will be asked to stop and check-in at the reception desk. Visitors will sign in on the visitor's log, receive appropriate identification badges as necessary and will be escorted or directed to their destination.

*Educare's definition of parent is anyone identified or listed as mother and father on the child's birth certificate. We cannot discriminate against the mother or father listed on the birth certificate. By law, Educare must release a child to a parent listed on the birth certificate, unless prior legal notification has been given. Legal notification stating a parent is not to be released to a parent can be given in a protection order, juvenile court order or a custody order.

School Arrival / Departure / Visiting Policies (Educare Staff)

School Arrival & Departure

When a child is dropped off or picked up, the person dropping them off or picking them up must sign the child in/out using the iPad check in/out system in the classroom. The individual dropping off or picking up the child must be the person to check in/out. An Educare staff member is not able to check a child in/out.

A child will only be released to a parent/guardian* or individuals who have been designated on a child's "Authorization for Release & Emergency Contact" sheet.

Non-custodial caregivers from the child's "Authorization for Release & Emergency Contact" sheet picking up or dropping off children will check in at the receptionist desk and/or classroom. Non-custodial caregivers will have their identification verified by two Educare staff. A child will not be released to a non-custodial caregiver until an appropriate photo identification is provided. Educare employees will sign off on the designated form in the classroom verifying they both checked the identification provided.

Educare staff CANNOT accept authorization to pick up changes over the phone, unless there is an emergency.

Educare will not release a child to anyone who cannot safely care for the child. This includes an abusive/aggressive adult or anyone suspicious of being under the influence of drugs/alcohol. Educare staff reserve the right to notify the Lincoln Police Department for assistance, if we deem the adult unsafe to care for a child.

Children must be dropped off or picked up by an individual 12 years of age or older.

If a child is left after hours, and Educare has not received notification of an adult coming to pick up the child or a parent/guardian or designated adult cannot be reached after fifteen minutes, Educare will contact the Lincoln Police Department for assistance.

Visitors

We welcome all parents/guardians to visit a child's classroom anytime during the day.

All visitors (anyone other than a parent/guardian*) entering the building will be asked to stop and check in at the reception desk. Visitors will sign in on the visitor's log, receive appropriate identification badges as necessary and will be escorted or directed to their destination.



Dear New Staff Member!

First welcome to the Manda's Pandas family! A place where your creativity and talent can shine! In this short Orientation letter you will sign your initials by each section saying that has been completed. If the segment has not been gone over please feel free to seek out management and kindly let us know to make sure to show you. This way you can be completely informed of our center rules, regulations and orientation training.

____ I Have read the DHHS handbook for rules and regulations.

____ I have read the Policy handbook for Manda's Pandas

____ I understand the dress code.

____ I know where parking is at the facility.

____ I know if I believe I see something that is against my morals or I believe is against the rules I will seek out management immediately. I will work with management to identify the problem and it will be fixed promptly.

____ I understand taking pictures of children at the center is against policy. I also understand posting pictures of myself and children at the centers is against the rules and will end in termination. I know pictures can only be taken by management and the director for our projects with the kids and for center use only.

____ I understand the diaper changing rules. Check baby once every hour. Change baby every 2. Babies are to be changed on demand in between these times.

____ I understand that when a child is in a pack and play no matter what age the rule is NOTHING BUT BABY IN THE BASKET

____ I understand I cannot prop bottles to feed a child

____ I understand I will not play with or use a bouncer, rocker, or on the floor

____ I understand I will not use the crib for anything other than a baby (if you are not in the infant room)

____ I understand I will not use the crib for anything other than a baby (if you are not in the infant room)

____ I understand I will not use the crib for anything other than a baby (if you are not in the infant room)

I understand my job description and job responsibilities

 I know posting about the daycare on social media is not ok. I also know talking negatively about others is not ok.

 I understand and know how to call CPS for signs of child abuse and neglect. I also understand that it is mandatory for me to call CPS as well as reporting within 24 hours. I know how to seek out my Director to help me if I have any questions about contacting CPS.

 I understand and will within my power keep a child safe from all harm. This includes but is not limited to: Self harm, harm from others, harm from myself, harm from another adult and child, harm from any act of god.

 I have read and understood the parent hand book.

 I have read and understood the centers disaster plan. I know where to go with my class and what to do.

 I understand that this is a workplace and not a place of drama. All drama is not allowed. If someone is trying to trash talk someone else please ask them to stop. We are here for the children and to support one another in a positive way.

 I understand the centers schedules and what my class will be doing and when. I understand where these are posted and am physically and mentally prepared to follow them.

 I understand that I cannot force a child to eat. I cannot use food against a child either. I cannot withhold food from a child as punishment. I am not allowed to feed children spicy food. Not as a punishment not for fun nor for any other reason. Our center rule is if a child wants seconds on food they have to eat all the food on their plate. If they choose to eat all the food on their plate they can get seconds that is fine, but children cannot be forced to eat everything. We can kindly remind them of the rule and then not give them seconds if they do not want to finish what is on their plate. There are no thirds. We are under the food program and are to be watching to ensure to do our best to help keep child obesity percentages low.

 I have been given a tour of the facility and know where all our supplies are kept.

 I understand I am caring and am going to love my job.