

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

August 1, 2018

YMCA EARLY LEARNING CENTER – LAKESIDE CHI
Young Men's Christian Association of Greater Omaha, Owner
Jamie Haynes, Director
17030 Lakeside Hills Plaza, Suite #125
Omaha, NE 68130

Dear Ms. Haynes:

In accordance with the letter written by Jo Pfeiffer, Child Care Licensing Supervisor, on July 16, 2018, the original License of YMCA Early Learning Center – Lakeside CHI to operate as a Child Care Center in the State of Nebraska has been placed on Corrective Action Status. A license imprinted with the term "Corrective Action Status" is enclosed. This status became effective June 4, 2018, and it will remain in effect until December 4, 2018. Upon completion of this term, a new license will be issued to the Center.

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 Jo Pfeiffer, Child Care Licensing Supervisor, at (402) 595-3335.

Sincerely,

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

BW/dcp

cc: Children's Services Licensing

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

State of Nebraska

Department of Health and Human Services
Division of Public Health

YOUNG MEN'S CHRISTIAN ASSOCIATION OF GREATER OMAHA
is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an
Operating Child Care Center
located at: **17030 LAKESIDE HILLS PLAZA, SUITE 125 Omaha NE 68130**

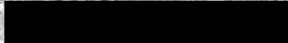
A maximum of **102** children in ages **6 WKS** to **12 YRS** may be in attendance at any one time during the hours of **0600** to **1815** on **MTWTHFS**.

YMCA EARLY LEARNING CENTER - LAKESIDE CHI owned by **YOUNG MEN'S CHRISTIAN ASSOCIATION OF GREATER OMAHA** is hereby issued License No. **CCC9640**
whose status is **Active-Corrective Action Status** effective from **06/04/2018**

Amended: **06/04/2018**

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 **August 2, 2018**.




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

NEBRASKA

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Pete Ricketts, Governor

July 16, 2018

YMCA Early Learning Center-
Lakeside CHI
C/O Jamie Haynes
17030 Lakeside Hills Plaza, Suite 125
Omaha, NE 68130

CERTIFIED MAIL

Dear Ms. Haynes:

The Department of Health and Human Services, Children's Services Licensing, has received your letter and corrective action plan accepting Corrective Action Status. The attached corrective action plan has been reviewed and approved effective June 4, 2018.

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

The Corrective Action Status will be in effect for a period of six (6) months beginning June 4, 2018, to December 4, 2018. Compliance with the terms of the Corrective Action Status will be monitored by announced or unannounced inspections to your facility by Child Care Licensing staff. Any violation may be grounds for discipline as the Child Care Licensing program may determine appropriate.

If you have any questions, please contact Dawn Kozak at 595-3203, or Jo Pfeiffer 595-3335.

Sincerely,

[Redacted Signature]
Jo Pfeiffer, Child Care Licensing Supervisor
Children's Services Licensing
Nebraska Department of Health and Human Services, Division of Public Health
1313 Farnam 3rd Floor
Omaha, NE 68102

cc: Dawn Kozak, Child Care Inspection Specialist
Chris Kort, Administrative Assistant II
Dhhs.rdccsubsidy@nebraska.gov
Gina Ewing, SAI

Kozak, Dawn

From: Jamie Haynes <jhaynes@metroymca.org>
Sent: Wednesday, May 16, 2018 6:05 PM
To: Kozak, Dawn
Cc: Ewing, Gina
Subject: Re: Provisional Licensing Paperwork!
Attachments: Teacher Responsibilities Checklist.docx; Disciplinary Action May2018.pdf

Dawn,

Following the incident that occurred on May 3, 2018, the following action has been taken and put in place to ensure this never happens again.

- Staff have individually been retrained on expectations of leaving the classroom by
 - walking each staff through the step by step process of lining kids up, counting each child, scanning the classroom for potential hiding spots, checking the bathrooms, grabbing emergency bag with emergency contact list, and the clipboard with the classroom roster.
 - counting kids on the way out the door and every transition in the hallway.
 - reviewing staff handbook and safety expectations
 - signed off on disciplinary action completed paperwork
- Continued Class Observations
 - 2x a month
 - walk through 2x month
- Teacher Responsibility Checklist
 - attachment as an added provision
 - every teacher will be required to do
 - every staff has signed off on understanding of checklist

If you have any further questions and or concerns please let me know. Thank you for your time and continue to have a great day! ☺

Thank You,

Jamie N. Haynes
Childhood Education Director
YMCA Early Learning Center-Lakeside CHI
17030 Lakeside Hills Plaza, Suite 125
Omaha, NE 68130
Phone: (402)758-5726
Cell: (402)619-4955

| www.metroymca.org | www.facebook.com/metroymca



Teacher Responsibilities Checklist

BE SAFE

BE KIND

BE RESPECTFUL

Transporting Children In/Out of Classroom:

- Please ensure the following steps are completed before leaving and returning to the classroom.
- Please check each box as proof of completion.

☐ Counted kids in line total: _____ total: _____
LeaveReturn

☐ Scanned classroom for any areas children could hide

☐ Checked bathrooms

☐ Have emergency bag and contact list

☐ Clipboard with classroom roster

☐ Informed Director

Teacher(s) responsible: _____

Date: _____

Time: _____

Destination: _____



YMCA Early Learning Centers Classroom/Playground Observation Walk Through Checklist

Classroom monitored: _____ Date: _____ Time In/Out: _____

Checklist completed by: _____ Classroom staff present: _____

	Strengths	Concerns	Date follow-up completed
1. No child is left alone or unsupervised.*			
2. Associates carefully plan where they position themselves in the environment, so that they can see and hear all children.			
3. They continually scan the entire environment to know everyone's location and activity.			
4. Associates count children frequently, especially before, during, and after transitions. Staff frequently communicate regarding the location and number of children.			
5. Adults engage in positive interactions with children.			
6. Associates use guided routines.			
7. Transition strategies are in place and actively engage children. Children who need extra support are individually guided.			
8. Associates quickly respond to situations and experiences that have been observed to trigger aggression or distress.			
9. Associates maintain close proximity to children who need additional support.			
10. Positive methods of child guidance are utilized.*			
11. Staff anticipates individual children's emotional and behavioral needs and plan responses and supports based on these individualized assessments.			

12. No corporal punishment, restraint, emotional or physical abuse, constraint, or humiliation occurs. **			
13. Adults and children use proper hand washing at required times.			
14. Proper tooth brushing procedures are followed.			
15. Proper sanitizing procedures are followed.			
16. Meals are served family style.			

Areas and Plan for Improvement:

Notes on Follow-Up:

Observers:

Form must be completed and routed to Director within 24 hours of observation.

*If noncompliance with items marked with * is observed, issue must be addressed and reported to Director, HR Director, or Health Services Administrator **immediately**.

** If any noncompliance with item marked with ** is observed, staff/ adults involved **must be out of classroom and not provide care to children** until investigation with HR and Administration is complete.



Teacher Responsibilities Checklist

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- ☐ Counted kids in line total: _____ total: _____

LeaveReturn
- ☐ Scanned classroom for any areas children could hide
- ☐ Checked bathrooms
- ☐ Have emergency bag and contact list
- ☐ Clipboard with classroom roster
- ☐ Informed Director

Teacher(s) responsible: _____

Date: _____

Time: _____

Destination: _____



Teacher Retraining Statement of Corrective Action

BE SAFE

BE KIND

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- ☐ Checked bathrooms
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- ☐ Clipboard with classroom roster
- ☐ Informed Director

Teacher(s) responsible: _____

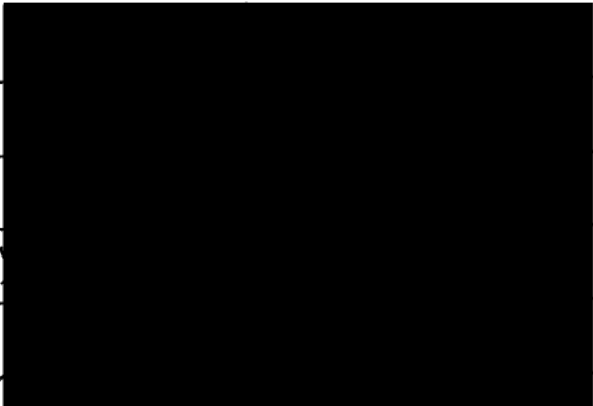
Date: _____

Time: _____

Destination: _____

I have been retrained on the center expectations of teacher's responsibilities when exiting and returning to the classroom throughout the programming day. In addition to Director Haynes continued 2x monthly center classroom/playground observations and walk through I will complete the teacher responsibility checklist as an added precaution of ensuring all children in attendance are accounted for.

Director Haynes here by assures that all staff have been retrained on how to properly transport children in/out of the classroom during the programming day. I, Director Haynes, will continue my 2x monthly center classroom/playground observations and walk through as well ensure staff are completing the additional teacher responsibility checklist daily. Staff are required to place completed teacher responsibility checklist on Director Haynes desk at the end of their shift on a daily basis which has gone into effect May 17, 2018

Staff Signature: _____		Date: <u>5-21-18</u>
Staff Signature: _____		Date: <u>5/21-18</u>
Staff Signature: _____		Date: <u>5/21/18</u>
Staff Signature: _____		Date: <u>5/21/18</u>
Staff Signature: _____		Date: <u>5/21/2018</u>
Staff Signature: _____		Date: _____



Teacher Retraining Statement of Corrective Action

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☐ Informed Director

Teacher(s) responsible: _____

Date: _____

Time: _____

Destination: _____

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Staff Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Staff Signature: _____ Date: _____



May 10, 2018

YMCA Early Learning Center-
Lakeside CHI
17030 Lakeside Hills Plaza, Suite 125
Omaha, Ne. 68130

Certified and Regular Mail

Attention: Jenny Holweger, YMCA, Licensee/ Jaime Haynes Director

Dear Ms. Holweger and Ms. Haynes;

Nebraska Revised Statutes, section 71-1911 (4), of the Child Care Licensing Act provides that the department may place a license on Corrective Actions 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 corrections that has been approved by the department.

FACTS:

On 05/03/2018, a preschool child, age 2 ½ was left unattended in a classroom for a minimum of 5 minutes. The teachers in that classroom were taking the class for a walk, and this 2 1/2 year old child was found in the empty classroom by a parent. The two preschool classroom teachers were unaware they had left the child in the classroom.

REGULATORY BASIS:

NAC 391 3-006.19 Supervision of Children: Adequate and appropriate supervision must be provided to children at all times children are in attendance,....

NAC 391 3-006.15B Staffing Requirements: 2. Each room where children are receiving care must have a teacher who is involved with the direct care of children.

NAC 391 3-006.02 Director Requirements: The director must: 1. Be responsible for the center's compliance with rules and regulations.

NAC 391 3-006.01 Licensee Requirement: The license must: 2. Maintain compliance with all applicable state statutes and child care center regulations.

Based on the facts presented above and regulations violated, the department is placing your Operating license on Corrective Action Status for a period of six 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 concerns;
2. Provisions for how you will correct and maintain compliance;
3. Specify the written documentation to be provided to the Department;
4. Identify who is responsible (include position titles) for corrections and maintenance of compliance; and
5. Timelines.

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

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

1. Issue a probationary (disciplinary) license;
2. Suspend or revoke a provisional, probationary, or operating license;
3. Impose a civil penalty of up to five dollars per child, based upon the number of children for which the program is authorized to provide child care on the effective date of the finding of violations 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 any question regarding this letter, please contact Dawn Kozak, Child Care Inspection Specialist at 402-595-3203 or Jo Pfeiffer, Child Care Licensing Supervisor at 402-595-3335.



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

cc:Dawn Kozak, Child Care Inspection Specialist,
Office of Children's Services Licensing, Central Office