

the other 11 children to the gymnasium after toileting and diapering was complete. Darlene W stated she thought there were only 10 children remaining in the classroom because that's what Jane G told her (prior to Jane G leaving the classroom with 6 children). Darlene W denied double checking who was left in the classroom after Jane G left with 6 children. Denise W did, however, discuss how she counted the children several times between the classroom and gymnasium counting 10 each time. Stephanie P reported Jane G left the classroom first with 6 children and told her and Darlene W to bring the rest. Stephanie P stated she counted 10 children because she thought she had only 10 children to count. Darlene W reported she began working for Waypoint - Uptown Kids in November, 2013. Stephanie P reported she began working for Waypoint - Uptown Kids in January, 2014. Jane G reported having worked at Waypoint - Uptown Kids since June, 2013. Documentation indicated all 3 staff received a new "Employee Orientation" upon hire. Ms. Meyer reported staff talked with the parents and made them aware of the situation. Ms. Meyer also reported Waypoint - Uptown Kids is in the process of completing their own internal investigation.

On 1/21/2014, Ms. Meyer reported (via email) a preschool-age child was left in the classroom during a fire drill the day before (1/20/2014). Ms. Meyer indicated the child was still asleep on his/her cot when the class left the room. Ms. Meyer reported the child was only in the classroom for a couple minutes until the teacher went back in for her. Ms. Meyer stated staff talked with the parents (one of whom was on-site at the time of the incident) to ensure they were aware of the situation. Ms. Meyer reported Waypoint - Uptown Kids completed their own internal investigation regarding this matter.

On 2/4/2014, Ms. Meyer talked about the following changes that have taken place since the above 2 incidents:

- (1) Talking with each staff about the need for someone in the classroom to take the daily sign-in/sign-out clip board with them during transitions (to the gymnasium, outdoors, during fire/tornado drills, etc.).
- (2) Regularly comparing the CACFP (Child and Adult Care Food Program) clipboard information with the daily sign-in/sign-out board to help ensure accuracy of child attendance.
- (3) During transitions, to go as one large group rather than smaller groups.
- (4) Count children in the classroom before, during, and after a transition to the gymnasium, outdoor area, etc. One staff will be at the beginning of the line. One staff will be in the middle of the line. One staff will be at the end of the line. The staff at the end of the line will do a final "check" as he/she leaves the classroom.
- (5) In the blue room, specifically after nap, leave the nap/quiet rest supplies out until after large gross motor time. This will help make the transition time (with restroom/diapering breaks) less chaotic.
- (6) In the blue room, children will line up perpendicular to the cabinets rather than parallel with them. This will help staff to visually see that the child restroom is vacant prior to leaving the classroom.
- (7) In the blue room, a dry erase board is being used to list the number of children in attendance throughout the day.
- (7) During fire/tornado drills, administrative staff will no longer just open classroom doors but walk through each classroom to help ensure no child has been left in the building.

During the course of this complaint visit, the following additional items were also found to have been violated:

109.10(1)a. One child file lacked documentation of an annual physical.

109.9(3). One child file lacked a signed and dated Iowa Immunization Certificate.

109.10(10). Incidents involving a child, including minor injuries, minor changes in health status, or behavioral concerns, shall be reported to the parent on the day of the incident. A written report shall be provided to the parent or parent authorized to remove the child from the center. The staff member who observed the incident shall prepare the written report and a copy shall be retained in the child's file. AS OF 2/7/2014, THIS RULE HAS BEEN CORRECTED. It is important to note, Waypoint recently revised the program's written incident report form.

Special Notes and Action Required:

Licensing is requesting documentation of the following within the next 45 days:

- (1) Documentation (sign-in sheet) that each staff received training/information about Waypoint's (above, new) policies/procedures, ratio, and what "careful" supervision means.

If you feel something is unclear or unjustly cited, please contact me (phone 319-892-6827; email alyons@dhs.state.ia.us <<mailto:alyons@dhs.state.ia.us>>) so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If I have failed to provide for you any information discussed during my visit, please contact me and I will forward the information to you. Thank you.

Consultant's Signature:

A handwritten signature in black ink, appearing to read "Angela" followed by a stylized flourish.

Date:

02/14/2014