

behaviors and actions on certain days. However, only one of these staff members completed an incident report for other children involved in those incidents. All three staff were informed that all children involved in any behavioral incident or accident need to have incident reports completed and given to parents. All three staff members stated they had current Mandatory Reporter certification (this was also verified in their files). This consultant informed all three staff members as well as Ruth that anytime a child makes a specific statement disclosing possible abuse, they should call it into DHS regardless of the situation.

Ruth as well as the three staff members interviewed confirmed that "all staff" meetings are held about every two to three months. It appears June 2013 was the last "all staff" meeting. At these meetings, emergency and other licensing and day to day topics are discussed.

Special Notes and Action Required:

The owner/director, Ruth, should have another all staff meeting in September 2013. At this meeting, Mandatory Reporting should be discussed. Once this meeting is over, Ruth should email this consultant confirming this. Staff should continue to get Mandatory Reporter re-certification as they come due. A few staff will be coming due for re-certification within the next year.

Close supervision of children was also discussed with all staff members interviewed. Particular attention to the playground area was discussed. Staff should be spaced out throughout the playground so that all areas of the playground can be seen.

Consultant's Signature:

Date:

09/03/2013

A handwritten signature in black ink that reads "Nate Krupp". The signature is written in a cursive style with a long horizontal flourish at the end.