

provide supervision and activities.

Gretchen stated that the Kids Club program started on 06-05-14, and the Parks Program started on 06-09-14. Gretchen stated that while the Parks Program is operated in each of the city parks the location involved was Sunset Park and Johnson Elementary School. Gretchen stated that the children began their day at the Kids Club program at the YMCA. A staff member from the Parks Program came to the YMCA to pick up the children that would be going to the Parks Program. Gretchen stated that parents of the children had provided authorization for the children to be checked out of the Kids Club to attend the Parks Program. Gretchen stated that Johnson Elementary School is participating the Federal Free & Reduced Lunch program and is providing lunch to children in the community that qualify through the summer. Gretchen stated that the Kids Club program does take children to Johnson School to participate in this program. Gretchen stated that the Parks Program ends at lunch time and the staff from the Parks Program escorted children to Johnson School which is where those children from the Kids Club that had been participating in the Parks Program were returned to the care of the Kids Club staff. Gretchen stated that a list of the participating children had not been provided to the staff, and to further compound the situation there were children that had not originally been signed into the Kids Club program that arrived at the Parks Program and/or school for lunch and were instructed by their parents to go to the Kids Club program following lunch without informing Kids Club staff. Gretchen stated that the Kids Club staff did a head count before leaving Johnson school and thought they had accounted for all children but one child was not included and later found at Sunset Park by the police. Gretchen stated that it was several hours before it was determined where the child was supposed to be.

We next spoke with Noel who is the Program Coordinator for the Kids Club program. Noel stated that she has been with the program in that position for about 9-10 months. Noel stated that it was the third day of the Parks Program. Noel stated that the children got ready to go at about 8:40 and at that time she marked down which children would be attending Johnson School for hot lunch, and which children would return to the Kids Club for cold lunch. Noel stated that the staff member from the Parks Program arrived to pick the children up and escort them to the park. When asked how many children attended the Parks Program she stated she thought there were thirty two (32). Noel stated that the Kids Club program and the Parks Program had separate rosters of children.

Noel stated that at lunch time those children that were not scheduled for a hot lunch were escorted back to the daycare by one Parks Program staff member and those eating hot lunch were escorted to Johnson School by another Parks Program staff member. Noel stated that when the staff from the Kids Club program went to Johnson School for lunch and to pick up the children from the Parks Program a list of the children to be picked up was not provided to the staff. Noel stated that she thought the staff member had been given a head count number of children that were supposed to be brought back from the Parks Program.

Noel stated that the situation was further confused when some parents dropped their children off the park that were told to come back to the Kids Club program after lunch but the parents had not told the Kids Club that those children would be attending. Noel stated that the Kids Club staff member did a head count and then returned to the daycare where she, (Noel), marked all the children down for the same time in a blanket format rather than doing an individual name-face recognition of each child. Noel was asked if the children that had been dropped off at the parks program had been signed in. Noel stated that they had not and it was determined that there had been three (3) children that had been dropped off at the park as determined by the fact that they had a sign-out time at the end of the day but no check-in time.

We next spoke with Erica Meendering who was the Kids Club staff member that picked up the children from the Parks Program at the Johnson School Lunch Program to return to the Kids Club. Erica stated that on the day of the incident she accompanied a group of younger children from Kids Club to Fairview Park where they participated in the Parks Program activities. Erica stated that they then went to Johnson School for lunch where she was met by Alyssa from the Parks Program who told her she should have about thirty three (33) children but did not have a list of names or even an exact number. Erica stated that Alyssa then left to return to the park and she was the only staff member with the children until other staff from the daycare arrived approximately 5 minutes later. Erica estimated that she had about forty (40) children at that time. Erica was asked how many children she had with her from Fairview Park and how she knew who those children were. Erica stated she had three (3) children and had written her own list on a separate piece of paper before leaving. Erica stated she did not have a center provided list of names for either the children she took with her to Fairview, or those she was to pick-up at Johnson School. Erica stated that none of the staff from the Kids Club/daycare had a list of the children that were supposed to return with them. They did do a head count but they did not have an exact number that were supposed to be present or if the count provided by the Parks Program staff had been accurate. Erica was asked about the sign-in procedure when the group returned to the Kids Club. Erica stated she had been at the back of the line so had not been the one to sign the children in.

Based on the information obtained this complaint is substantiated. All parties agree that the Kids Club staff assigned to pick up the children at Johnson School returning from the Parks Program did not have a list of names or information regarding which children were to be picked up. Erica stated that when she arrived to pick-up the children she was the only Kids Club staff member present with approximately 40 children. When the children returned to the Kids Club program Noel confirmed that she did a blanket sign-in just marking all children that had been signed out as being present and did not identify each child by name-face recognition.

As the Program Coordinator of the Kids Club program it was Noel's direct responsibility to ensure that her staff were aware of the children they were to be responsible. Ratio was also not maintained as required in that one staff member was left to care for approximately 40 children. While the parks program is not required to maintain a specific staff to child ratio as a license exempt

program the Kids Club program is. Agreements should have been made that the Parks Program staff retain custody or at least remain with the children until all Kids Club staff arrived. The Kids Club program also did not ensure that direct contact was made with each child when signing them back into the program. While each child would have been screened at the initial sign-in for the day they should also have been screened when returning from the Parks Program not only to ensure each child was present but assess for any injury or other concerns that may have occurred while at the Parks Program. As the Center Director it was Gretchen's direct responsibility to ensure that Noel has policies and procedures in place to ensure that licensing standards were met.

Special Notes and Action Required:

The center has taken several steps to address the concerns that led to this situation. Gretchen and Noel have established lists that divide the children in to groups with specified adults responsible and lists are provided to those adults of the children in the group. Times were also established in which Noel will conduct a full role call for all children that attended an offsite program after they return to the center.

Gretchen met with the Johnson School Lunch Program coordinator and made arrangements to designate times and tables for the daycare children to be able to eat as a group.

The daycare notified parents that they would no longer be participating in the Parks Program. Parents were informed that if they wanted their children to attend the Parks Program they would need to make arrangements to have their child picked up and returned to the Kids Club program at the YMCA.

The complaint is substantiated. Given that the center has reviewed and revised policies and procedures to not only address the current situation but also to reduce the risk of a child being left and unaccounted for in the future no further action is required and no changes to the center license are recommended.

Consultant's Signature:



Date:

06/24/2014