



Ms. Imhoff and Ms. McImroy talked about how they were away from the center at the time of the incident. Ms. Beadle reported she was the person in charge at the time of the incident. She talked about how she was answering the daycare phone on 8/21/2013 and that the phone was quite busy that morning. Ms. Beadle acknowledged it may have been that the child's mother and/or school was trying to get through for 40 minutes. Ms. Beadle reported the child's mother did come to the center to pick up her child and transport him/her to school just as they realized their mistake. Ms. Beadle talked about how she tried to explain the miscommunication to the child's mother but that her child was at the daycare and in the supervision of staff. Ms. Imhoff also reported talking with the child's parents about the incident on the phone that day.

Ms. Imhoff and Ms. McImroy reported while transporting children to and from school the school bus driver and children are on the bus. Ms. Imhoff reported additional staff are not on the school bus. Ms. Imhoff and Ms. McImroy reported each school bus contains a first-aid kit and list of all children and emergency numbers for each child. Ms. Imhoff and Ms. McImroy reported each bus driver has a list of the children who need to be riding the bus to and from school each day. Ms. McImroy reported the child's name was on the list. However, the parents kept switching the date he/she was to start kindergarten. Ms. McImroy reported crossing his/her name out on the Monday list, adding it to the Tuesday list, then crossing it off the Tuesday list, and again adding it to the Wednesday list. Ms. McImroy reported this added to the confusion and miscommunication.

buses are each equipped with an emergency kit and

It is important to note, the child no longer attends the center.

**Special Notes and Action Required:**

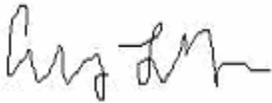
While this is not a valid complaint, it is a substantial incident. Fortunately, the child was in the care of child care staff and did not miss his/her first day of kindergarten. The fall is a busy time with school starting. In the future, please ensure you have a well-documented plan to help prevent an instance such as this from happening again. You may consider limiting the school districts you provide transportation to and from and/or having an extra staff person on the bus during transport.

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Based upon the above, no written response is requested.

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) <<mailto: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:**



**Date:**

09/06/2013