

minutes. Robin W reported the 2-year-old child's parent arrived a few minutes later and picked him/her up. Robin W denied telling management about the incident on Friday or Monday until management approached her. Robin W stated she wasn't trying to hide anything but that she had been busy. Robin W talked about ways to help prevent this from happening again including having the children participate in activities away from any classrooms main entrance/exit and counting the number of children she has more often.

Marissa Y reported on 2/21/2014 she found a 2-year-old in the hallway by the director's office around 5:30pm. Marissa Y indicated she left the building after her shift to start and warm her car. Marissa Y reported when she came back into the child care center that is when she found the 2-year-old. Marissa Y indicated that she was probably outside for about 5 minutes.

An incident report was completed by staff on 2/24/2014 and signed by the 2-year-old's parents on 2/25/2014.

Special Notes and Action Required:

Ms. Meyer talked about Waypoint - Uptown Kids conducting their own internal investigation into the incident and will be following up with the staff involved. Ms. Meyer also reported that she has been talking with staff about the importance of counting kids, staying in ratio, and providing careful supervision. Ms. Meyer discussed how this type of incident has happened in the recent past at Waypoint - Uptown Kids and that she continues to address the seriousness of it. Ms. Meyer talked about how a mandatory all-staff meeting will be held on 3/12/2014 to go over these policies. The discussion will also include how incident reports are to be completed on the day of the incident, management will be notified of any concerning incidents, and that all staff are mandatory reporters. This means that each staff is required to report suspected abuse within 24 hours or he/she can be held criminally and/or civilly responsible.

Please forward licensing a copy of the staff sign-in sheet from the above all staff meeting within 30 days of receipt of this report.

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:

Date:

02/28/2014

