

incident the child's mother was informed her of the incident. Jennifer believes that the child was not noticed to be missing because she and Teresa believed that the child was with Robin and Robin apparently assumed the child was with the other two staff. Jennifer stated this incident was reported to the head office in Harlan and Kris Evezic.

Bev and I also met with the preschool child involved in this incident. The child told us he got left outside and said he was on the ramp and the steps, but on the side of the ramp when everyone went in. He said he tried to open the door but it was too heavy and he couldn't get in. He said he was scared and was crying.

Bev and I also met with Kris Evezic and discussed the incident. The child who was accidently left outside is one that likes to run off, there are about five children in the program who like to run off.

Each staff thought that the child in question was with the other staff person.

Teresa was terminated from her position at Head Start.

Special Notes and Action Required:

I am recommending that children are counted on a frequent basis and when they are transitioned to different areas such as lining up to go outside, getting on the elevator, lining up outside, leaving the playground or rooms, sitting at the steps outside, coming in the building etc...

I am also recommending that outside/playground rules be reviewed with the children every time they go outside. The children should participate in reviewing the rules and make not running away from the group one of the rules.

Staff need to communicate better with each other about how many and which children they have in their group for transitioning. Maybe they should have clip boards with the children's names and know who they are responsible for at all times.

Consultant's Signature:

Date:

12/10/2014

