



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF CHILDHOOD - CHILD CARE COMPLIANCE**

**COMPLAINT INVESTIGATION OF
SUBSTANTIATED STATUTE OR RULE VIOLATIONS**

DATE OF REPORT
10/31/2022

DVN
002505186

FACILITY NAME

DUNCAN ACADEMY EAST, INC.

FACILITY ADDRESS

1103 SW 1ST ST

CITY

OAK GROVE

ZIP CODE

64075-9127

PHONE NUMBER

(816) 625-0186

COUNTY

JACKSON

ASSIGNED SPECIALIST

TRUSSELL, MICHELLE RENEE

RULE/STATUTE VIOLATION(S)

VIOLATION(S)

5 CSR 25-500.102(2)(A)2.

Center directors and group child care home providers routinely shall be on duty during the hours of highest attendance a minimum of forty (40) hours per week. If the facility operates less than forty (40) hours per week, the center director or group child care home provider shall be on duty at least fifty percent (50%) of the operating hours.

5 CSR 25-500.222(6)

Daily staff and volunteer attendance records shall be maintained and kept on file a minimum of one (1) year.

CONCLUSION SUMMARY

On November 3, 2022 Compliance Inspector (CI) Michelle Trussell conducted an unannounced investigation into the allegation that the facility's approved director is not on site at least 40 hours a week. The allegation is substantiated based on the following:

5 CSR 25-500.102(2)(A)2 states: "Center directors and group child care home providers routinely shall be on duty during the hours of highest attendance a minimum of forty (40) hours per week. If the facility operates less than forty (40) hours per week, the center director or group child care home provider shall be on duty at least fifty percent (50%) of the operating hours."

AND

5 CSR 25-500.222(6) states: "Daily staff and volunteer attendance records shall be maintained and kept on file a minimum of one (1) year."

On November 3, 2022 CI Trussell interviewed A.S. (Staff member), J.K. (Facility named Director), M.G. (Staff member) and I.M. (Staff member). All staff members interviewed admitted A.B. (Director) is not present at the facility 40 hours a week. Furthermore, J.K. (Facility named Director) stated A.B. (Director) works at a different facility this is owned by the same corporation. J.K. (Facility named Director) also stated there were no time cards and/or attendance records for A.B. (Director) to show hours she is at the facility.

CORRECTIVE MEASURES

CORRECTIVE MEASURE

The approved director that is listed on record with the Office of Childhood shall submit a written schedule of the days and times they will be present at the facility.

COMPLETED (Y/N)

Yes

COMPLETED DATE

1/25/2023

CORRECTIVE MEASURE

The facility shall submit documentation of hours worked (time card and/or attendance records) for the director that is listed on record with the Office of Childhood.

COMPLETED (Y/N)

Yes

COMPLETED DATE

1/25/2023

DISPOSITION

SUBSTANTIATED

DISPOSITION DATE

1/25/2023

APPROVING SUPERVISOR

NURNBERG, TONY A