



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

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

DATE OF REPORT
8/6/2019

DVN
000357804

FACILITY NAME

STEPPING STONES CHILD CARE CENTER

FACILITY ADDRESS

814 B HIGHWAY O

CITY

ROLLA

ZIP CODE

65401

PHONE NUMBER

(573) 364-1790

COUNTY

PHELPS

ASSIGNED SPECIALIST

KOETTING, SHELBY N

RULE/STATUTE VIOLATION(S)

VIOLATION(S)

19 CSR 30-60.120 (2)

The facility director shall obtain and file the following written information on each child.

19 CSR 30-60.120 (2)(F)

Information concerning any accident or injury to a child while in care or any emergency medical care given.

19 CSR 30-60.060 (11)

In case of an accident or injury to a child, the provider shall notify a parent immediately. If a child requires emergency medical care, a parent's prior written instructions shall be followed. A form shall be completed indicating the circumstances and the date and time of the injury. The form shall be signed by the caregiver and his/her supervisor. A copy of the form shall be given to the parent the day of the accident or injury and necessary explanations shall be given. The form shall be filed in the child's record.

19 CSR 30-60.050 (1)

Supervision and basic care shall be provided at all license-exempt facilities.

CONCLUSION SUMMARY

Based on information obtained through the investigation and interviews with Heather Gray, employee, and Leda Mathenia, facility director, the report will be substantiated that three employees left two children, under age two, alone on the playground unsupervised. It will also be substantiated that an incident report was not completed for either child to inform the parents of this incident.

CORRECTIVE MEASURES

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The facility shall develop and implement an attendance tracking method for maintaining accurate supervision within each classroom. Attendance tracking shall include attendance records that clearly identify children cared for in each room, the times children arrive and depart each room, the age of each child, the names of caregivers, the times that caregivers arrive and depart each room, and how daily checks will be conducted by the director/designated person in charge to confirm that supervision is being maintained. This method shall be reviewed with all caregivers and when new staff are hired. All staff shall sign a statement of understanding of this method and it shall be provided to the Section for Child Care Regulation by November 30, 2019.

COMPLETED (Y/N)

Yes

COMPLETED DATE

11/27/2019

CORRECTIVE MEASURE

The director shall create a plan to ensure that incident reports are completed and kept in the child's file for the duration of enrollment, as well as one year after discharge date. A copy of the plan shall be provided to the Section for Child Care Regulation by November 30, 2019.

COMPLETED (Y/N)

Yes

COMPLETED DATE

11/27/2019

DISPOSITION

SUBSTANTIATED

DISPOSITION DATE

10/25/2019

APPROVING SUPERVISOR

TODARO, KAYLA