



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF CHILDHOOD - CHILD CARE COMPLIANCE  
COMPLAINT INVESTIGATION OF  
SUBSTANTIATED STATUTE OR RULE VIOLATIONS**

**DATE OF REPORT**  
6/4/2019

**DVN**  
002705326

**FACILITY NAME**  
FIRST STEPS DAYCARE

**FACILITY ADDRESS**  
209 N CARLETON ST

**CITY**  
FARMINGTON

**ZIP CODE**  
63640-1343

**PHONE NUMBER**  
(573) 756-4204

**COUNTY**  
ST FRANCOIS

**ASSIGNED SPECIALIST**  
TUSCHHOFF, RONDA

**RULE/STATUTE VIOLATION(S)**

**VIOLATION(S)**

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.

**CONCLUSION SUMMARY**

The Section for Child Care Regulation has determined this report of a rule violation to be substantiated based upon Child Care Facility Specialist Ronda Tuschhoff's interview with Director Jennifer Skinner.

On June 10, 2019, Director Jennifer Skinner told Child Care Facility Specialist Ronda Tuschhoff that accidents/injuries are documented on parent sheets that are sent home, but not retained in the file. She continued by saying she immediately texts parents concerning any accidents/injuries to their children. She and the staff do not complete accident/injury reports other than the daily sheets that are sent home with the children. Next, she confirmed that parents are not given accident/injury reports to sign. Finally, she verified there are no accident/injury reports in the children's files.

**CORRECTIVE MEASURES**

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All staff must review the license exempt rules pertaining to accident/injury reporting and documentation. A statement must be submitted to the Section for Child Care Regulation with all staff signatures verifying they have read and understand the rules pertaining to accident/injury reporting/documentation.

**COMPLETED (Y/N)**

Yes

**COMPLETED DATE**

8/19/2019

**CORRECTIVE MEASURE**

The facility must submit a copy of their proposed accident/injury report to the Section for Child Care Regulation for review.

**COMPLETED (Y/N)**

Yes

**COMPLETED DATE**

8/19/2019

**DISPOSITION**

SUBSTANTIATED

**DISPOSITION DATE**

8/7/2019

**APPROVING SUPERVISOR**

TODARO, KAYLA