



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

COMPLAINT INVESTIGATION OF  
SUBSTANTIATED STATUTE OR RULE VIOLATIONS

DATE OF REPORT  
8/2/2018

DVN  
002091285

**FACILITY NAME**

BRIGHT MINDS LEARNING ACADEMY, LLC

**FACILITY ADDRESS**

1926 S INGRAM MILL RD

**CITY**

SPRINGFIELD

**ZIP CODE**

65804-2113

**PHONE NUMBER**

(417) 883-3330

**COUNTY**

GREENE

**ASSIGNED SPECIALIST**

RUSSELL, BILLIE

**RULE/STATUTE VIOLATION(S)**

**VIOLATION(S)**

19 CSR 30-62.182 (1)(A)(1)

Caregivers shall not leave any child without competent adult supervision.

19 CSR 30-62.222 (16)

All records shall be available in the facility for inspection by the department upon request.

19 CSR 30-62.222 (7)

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

**CONCLUSION SUMMARY**

The Section for Child Care Regulation (SCCR) determined the allegation to be substantiated based on interviews with caregivers, parents, and a review of documents provided by the facility. Cris Velten, caregiver, reported she was caring for the two (2) and three (3) year old children including Child A until she left the building around 4:15 p.m. She reported she did not know who supervised the children after she left. Danielle Beld, Heather Simon, and Dona Morton all denied caring for the for the two (2) and three (3) year old children following Ms. Velton's departure. At 5:30 p.m. on July 30, 2018, Danielle Beld stated Child A, Child B, and Child C were with Heather Simon when parents came to pick. Both parents of the children state that Ms. Beld was the caregiver with their children at the evening pickup; however, she denies this. The facility was unable to produce documentation of when caregivers were at the facility and which caregivers were responsible for which children on July 30, 2018. There is an hour and 15 minutes where no caregiver is taking responsibility for children in the 2/3 year old class. There is no documentation showing how many children were in the class and Ms. Velton couldn't remember in her interview on August 2, 2018 who she left the children with or how many were present. Therefore, SCCR determined the facility left children without competent adult supervision on July 30, 2018 from 4:15 p.m. to 5:30 p.m. and substantiated the allegations in the complaint.

Danielle Beld reported attendance records were not located at the facility because Shannon Hendrick took all of the records home in order to do payroll. Cris Velten and Dona Morton reported they sign in and out on a piece of paper that could not be located during the inspection on August 2, 2018. Shannon Hendrick, director, reported caregiver attendance records were not at the facility because she had taken them home to do payroll. On August 21, 2018, Ms. Hendrick reported she did not know the exactly location of the caregivers attendance records. She reported the attendance records could have been in her house, car or somewhere else. The facility was unable to produce documentation of caregivers attendance for the month of July 2018 during the inspection on August 2, 2018.

**CORRECTIVE MEASURES**

**CORRECTIVE MEASURE**

The facility shall submit a weekly staff schedule for each age group beginning the first week in October.

**COMPLETED (Y/N)**

Yes

**COMPLETED DATE**

11/30/2018

**CORRECTIVE MEASURE**

The facility shall create attendance sheets for all caregivers, facility director, and volunteers counted in child staff ratio. The sheets shall be clearly identified or labeled as attendance sheets and shall be available at all times at the facility. Caregivers shall record their sign in and sign out times on the sheets every day. The attendance sheets shall be maintained at the facility and available for review by DHSS/SCCR upon request.

**COMPLETED (Y/N)**

Yes

**COMPLETED DATE**

11/9/2018

<b>CORRECTIVE MEASURE</b> The facility shall ensure all classrooms have coverage through the end of the day and proper supervision of each child. The facility shall submit the plan for supervision staff coverage to SCCR for review .		<b>COMPLETED (Y/N)</b> Yes	<b>COMPLETED DATE</b> 11/9/2018
<b>DISPOSITION</b> SUBSTANTIATED		<b>DISPOSITION DATE</b> 10/1/2018	
<b>APPROVING SUPERVISOR</b> WHITE, LEAH			