



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

**DATE OF REPORT**  
8/15/2019

**DVN**  
002433503

**FACILITY NAME**

CHILDREN FIRST SCHOOL

**FACILITY ADDRESS**

304 N 8TH ST

**CITY**

ST JOSEPH

**ZIP CODE**

64501-1927

**PHONE NUMBER**

(816) 232-0553

**COUNTY**

BUCHANAN

**ASSIGNED SPECIALIST**

ZEIGENBEIN, JILL EILEEN

**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 30-62.182 (1)(A)(3)

Caregivers shall provide frequent, direct contact so children are not left unobserved on the premises.

**CONCLUSION SUMMARY**

Section for Child Care Regulation has determined that Children First School violated these licensing rules. On August 20, 2019, CCFS Jill Zeigenbein conducted interviews with director Lisa Olson, caregivers Mick Kneale, Sophia Conant and Young Women's Christian Association Lisa Puett and determined that Lisa Puett found Child A entering the Young Women's Christian Association daycare area unsupervised while the Children First School staff were outside on the playground with the remaining children from the classroom. It was determined Child A was alone for less than 5 minutes. Director Lisa Olson stated that she has already put steps in place so this situation does not happen again. A checklist of all the students for each room has been added so caregivers can mark children in and out through out the day as well as instructing everyone to complete full room sweeps to ensure all children are with the children lining up to leave the room. An additional note was sent home to parents to ensure they are signing children in and out of the program on a daily basis.

**CORRECTIVE MEASURES**

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Children First School will submit an outlined plan to Section for Child Care Regulation explaining how they will ensure no child is left unsupervised on the premises at any time. This plan will be signed by all staff.

**COMPLETED (Y/N)**

Yes

**COMPLETED DATE**

11/13/2019

**CORRECTIVE MEASURE**

Children First School will conduct a staff meeting to discuss the plan to ensure all staff know what to do. Verification of the staff meeting will be submitted to SCCR for confirmation that a meeting took place.

**COMPLETED (Y/N)**

Yes

**COMPLETED DATE**

11/13/2019

**CORRECTIVE MEASURE**

Director Lisa Olson will submit a copy of the checklist that was created to assist caregivers with classroom attendance.

**COMPLETED (Y/N)**

Yes

**COMPLETED DATE**

11/13/2019

**DISPOSITION**

SUBSTANTIATED

**DISPOSITION DATE**

10/24/2019

**APPROVING SUPERVISOR**

KENNEDY, AMY C