



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

DATE OF REPORT
5/19/2022

DVN
001655114

FACILITY NAME
KEITH, CANDICE

FACILITY ADDRESS
514 PARK ST

CITY
ANDERSON

ZIP CODE
64831-9280

PHONE NUMBER
(417) 845-5437

COUNTY
MCDONALD

ASSIGNED SPECIALIST
BLOOM, MARIAH B

RULE/STATUTE VIOLATION(S)

VIOLATION(S)

5 CSR 25-400.175 (1)(D)2.

The provider shall be alert to various needs of the child such as thirst, hunger, diaper change, fear of or aggression by other children, and the need for attention.

5 CSR 25-400.155 (4)

Any changes in the hours of overlap care shall require a new overlap request form be submitted and approved.

5 CSR 25-400.105 (2)(A)

A family child care home may be licensed for up to ten (10) children. The following staff/child ratios must be maintained at all times and shall not be exceeded except as permitted under these rules: 1 caregiver present, with up to 4 children, all may be under age two (2); 1 caregiver present, with 5-6 children, 3 children may be under age two (2); 1 caregiver present, with 7-10 children, 2 children may be under age two (2); 2 caregivers present, with up to 8 children, 8 children may be under age two (2); 2 caregivers present, with up to 10 children, 4 children may be under age two (2).

5 CSR 25-400.210 (5)

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

5 CSR 25-400.210 (7)

All enrollment records, medical examination records, and attendance records shall be filed in a place known to caregivers and shall be accessible at all times. Records shall not be in a locked area or removed from the home during the hours the home is open and operating.

CONCLUSION SUMMARY

On May 26, 2022, Compliance Inspector (CI) Mariah Bloom conducted an unannounced inspection at Candice Keith's in home daycare located at 514 Park Street Anderson Missouri in regards the allegation that the daycare was operating over capacity .

The violations are being concluded as substantiated as evidence by:

5 CSR 25-400.210 (5)

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

AND

5 CSR 25-400.210 (7) which states: All enrollment records, medical examination records, and attendance records shall be filed in a place known to caregivers and shall be accessible at all times. Records shall not be in a locked area or removed from the home during the hours the home is open and operating.

During the inspection CI Bloom requested daily attendance records for Ms. Candice Keith and she stated she did not keep attendance records on herself. Candice Keith then stated she keeps attendance records, but could not provide them. Ms. Keith then exited the home and went to her car, retrieved a planner and wrote on it while walking inside the home and showed CI Bloom a planner. The planner had a few of the children's name written in it; however, not all the children's names were documented, no arrival times or departure times were noted, and there were more children in attendance than what the daily planner indicated.

5 CSR 25-400.155 (4)

Any changes in the hours of overlap care shall require a new overlap request form be submitted and approved.

Ms. Keith stated she had an overlap care plan for children but could not provide a copy of the over-lap care approval. CI Bloom obtained a copy of the most recently approved over-lap care request. The request was for the hours of 06:30 a.m.-07:30 a.m. and 3:40p.m.-4:40 p.m. This request was approved on 01/19/2012 for three additional pre-school age children. The time of the unannounced inspection was 10:20 a.m. in which Ms. Keith was caring for eleven children.

5 CSR 25-400.175 (1)(D)2

The provider shall be alert to various needs of the child such as thirst, hunger, diaper change, fear of or aggression by other children, and the need for attention.

During the inspection CI Bloom observed Ms. Keith neglecting the needs of children. One child was in a pack-n-play in a separate room from other children, crying for approximately 5 minutes. Ms. Keith made no efforts to soothe the child or acknowledge the child needed care. Ms. Keith was prompted by CI Bloom to care for the child. Ms. Keith picked the child up and then placed the child under a play mat without any personal interaction.

5 CSR 25-400.105 (2)(A) which states: A family child care home may be licensed for up to ten (10) children. The following staff/child ratios must be maintained at all times and shall not be exceeded except as permitted under these rules: 1 caregiver present, with up to 4 children, all may be under age two (2); 1 caregiver present, with 5-6 children, 3 children may be under age two (2); 1 caregiver present, with 7-10 children, 2 children may be under age two (2); 2 caregivers present, with up to 8 children, 8 children may be under age two (2); 2 caregivers present, with up to 10 children, 4 children may be under age two (2).

CI Bloom observed Ms. Keith caring for eleven children in total. Ms. Keith's license only allows her to care for a maximum of ten children at any given time. Ms. Keith stated that she had an overlap; however, she was not able to produce or show the overlap during the unannounced inspection. Upon further review, CI Bloom found an overlap. The overlap request was for the hours of 06:30 a.m.-07:30 a.m. and 3:40p.m.-4:40 p.m. This request was approved on 01/19/2012 for three additional pre-school age children. The time of the unannounced inspection was 10:20 a.m. in which Ms. Keith was caring for eleven children.

During the unannounced inspection, Ms. Keith left the facility to go to her car, leaving all eleven children without a caretaker.

CORRECTIVE MEASURES

CORRECTIVE MEASURE	COMPLETED (Y/N)	COMPLETED DATE
The provider shall ensure that the conditions and limitations specified on the license are adhered to at all times. The child care provider must provide the Office of Childhood with a statement, signed by the provider and all approved assistants, to indicate they understand and agree to follow the requirements. A copy of the signed statements shall be provided to the Office of Childhood.	Yes	10/13/2023

CORRECTIVE MEASURE	COMPLETED (Y/N)	COMPLETED DATE
The provider shall create a plan that ensures that accurate attendance records are kept for all staff members (paid employees and paid/unpaid volunteers) and children. A copy of the plan shall be provided the Office of Childhood.	Yes	10/10/2023

DISPOSITION	DISPOSITION DATE
SUBSTANTIATED	11/9/2022

APPROVING SUPERVISOR
NURNBERG, TONY A