



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

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

**DATE OF REPORT**  
9/17/2019

**DVN**  
001465703

**FACILITY NAME**

CAMPBELL UNITED METHODIST CHURCH

**FACILITY ADDRESS**

1747 E REPUBLIC RD

**CITY**

SPRINGFIELD

**ZIP CODE**

65804

**PHONE NUMBER**

(417) 881-5762

**COUNTY**

GREENE

**ASSIGNED SPECIALIST**

DONSON, ANGEL

**RULE/STATUTE VIOLATION(S)**

**VIOLATION(S)**

19 CSR 30-60.120 (1)

The facility director shall have an admitting procedure for each child in care that includes a plan for caring for the child if s/he becomes ill or needs emergency medical treatment. The director shall maintain an individual file on each child in order to communicate with the parent(s), guardian or legal custodian. The director shall have a plan for any child with special health needs, identified through a physical assessment by a licensed physician or an advance practice nurse, to ensure that those needs are met during care.

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 (SCCR) determined the facility violated these rules for license-exempt child care facilities based on review of incident reports, an inspection to the facility, and interviews conducted with Director Shirley Kerns, Pastor Chris Jackson, Child A's mother, Child B's mother, Caregivers Eleanor Stewart and Judith "Judy" Hosack. Director Kerns, caregivers Stewart and Hosack reported after an incident report is completed, the incident report is taken to the office for review rather than contacting parents immediately. Director Kerns stated the times when parents are called varies according to how many videos they might have to review for prior incidents. Child A's mother reported she was not called on two incidents and one of the incident reports she was notified at pick up time. SCCR concluded parents were not notified immediately per licensing exempt rules and regulations. Majority of the incident reports showed that the parents were notified towards the end of the day. Some of the incident reports indicate there were several hours between the incident and when the parent was notified. Licensing exempt rules require parent notification immediately and SCCR was unable to show the facility made immediate notification given the documents provided during the investigation.

In addition, CCFS Donson documented the facility did not have a incident reports on both children that corresponded to the documented incidents. CCFS Donson observed the two incident reports for Child A, but there were no incident reports on those dates for Child B. On October 4, 2019, CCFS Donson observed two of the incident reports were completed without the dates next to the signatures (January 31, 2019 and August 1, 2019).

Director Shirley Kerns stated Child B does not have special care plan on file; however, she stated he has special needs with several agencies working with him. Child A's mother reported he has therapy due to his delays. A special care plan was not located in file upon review by CCFS Donson on September 18, 2019.

**CORRECTIVE MEASURES**

**CORRECTIVE MEASURE**

All caregivers, the director, and all volunteers counting in staff/child ratio shall review rules pertaining to parental notification and incident report documentation. All caregivers shall sign a statement that they have reviewed the licensing exempt rules and agree to abide by those rules. Caregivers shall also complete a

**COMPLETED (Y/N)**

Yes

**COMPLETED DATE**

1/10/2020

minimum of one (1) hour of training on the importance of documentation and parental notification. The facility shall have on file a special needs plan for all children and shall submit in writing an understanding of this rule and actions steps to insure the documentation is obtained.

**DISPOSITION**

SUBSTANTIATED

**DISPOSITION DATE**

11/8/2019

**APPROVING SUPERVISOR**

WHITE, LEAH