

# Meeting Minutes

11/4/09

Presenter: Deg Hughes

Topic: Facility Updates

Attendance: Darla, Nicole, Amy, Chris, ANgelica, Erika, Cheyrl, Susan, Trisha, Ana, Krissy, Katie, Ryan, Meg, Donita, Esther, Laura, Deb S, Denise, Carrie, Melanie, Tonya, Griselda, Jean, Cindy, Karen, Ashley, Janelle and Lisa

Not In Attendance: Colin, Dorothy, Joy, Jessica and Sue

## TOPICS COVERED

- ☼ **Child Unsupervised:** Everyone has heard that we had a child left unsupervised two weeks ago. Deb has been working with the state, Beth, regarding our reprimand. Beth came out on Thursday, 10/29/09, and completed a review regarding our facilities ability to supervise children. When she submitted it to her boss, they told us we would have to put us on probation. We found out on Tuesday that this means all families enrolled at KPS would receive a letter from the state informing them we are on probation for unsupervising children. We would also have a red flag on our name when parents reviewed our compliances on-line. After a heated discussion between Deb and Beth, Beth went back to her boss and stuck her neck out for KPS by asking her to reconsider. We received a call this morning informing us that we are not technically on probation but letters would not be sent to families. Beth will be coming to the facility for the next 3 months to complete reviews on our ability to supervise the children. We cannot have any sighting on lack of supervision. Teachers have now been warned that if a child is left unsupervised out of the teachers own negligence, they will be fired immediately. If you didn't count your children and/or didn't take your clipboard with you, you are negligent. Bathroom breaks are still ok as long as you go and come back within minutes. Don't stop to make phone calls. Stay in ratio at all times to the best of our ability. Let the office know if you need to be out of our room for an extended period of time so we can cover you. Deb reminded teachers that she understands situations where a child might run from you and you catch up with them or find them.
- ☼ **Playground:** If the office finds you not supervising the children in a safe manner because you are socializing to other staff and not in their own zones, they will be suspended for 3 days form work without pay.
- ☼ **Payroll July v.s. December Comparison:** Because our tuition is down, July caused a strain on the books when it came to paying payroll because of the three pay situation. Deb has committed herself to do more marketing. She has worked with Dupont Hospital already and will be working with Parkview Hospital some more. We have completed cost analysis and other types of counts to figure out what we can do to grow. As of 11/2/09, staff will have a temporary adjustment to their schedules. The paid breaks will be stopped temporarily and they will become unpaid breaks. Your scheduled times do not change for each day. There will not be any formal Christmas party or bonuses. Staff may be asked to go home over the holidays if our ratios stay down. Deb reminds us that we are the highest paid childcare around Fort Wayne, excluding the government funded programs. She also informed us that the church has graciously agreed to forgo our monthly reimbursement to them for 3 months. They have really stepped up to help us in every way possible. Deb informed us that in the beginning there were 2 options to help the facility, which were quickly dropped. One was to temporarily close the facility in the month of November and the second option was to bump the kids up out of the Train and Bug Room and layoff the teachers in those two rooms. She reiterates that these options did not stay open long and are not being thought of at all anymore.
- ☼ **Shopping List:** Cindy will only be shopping on a mandatory basis. If you have something that is a complete necessity, please discuss it with Cindy and she will write herself a note to pick it up for the facility.
- ☼ **Conserve Energy:** Please think of ways to help conserve money and energy. Turn off your classroom lights when you aren't in there. Make sure the kids are using 1 paper towel instead of 10. Little things like this will always help.
- ☼ **Accreditation Cycle:** 2010 is our Accreditation year for ACSI. Melanie will be gone for 2 months and then will be working from home to help catch us up to speed for our accreditation. Some things have changed with ACSI but they are all for the better and they do not appear to be huge things that will cause much work.