



Stipulations for Licensing Probation

Child Care at its Best Through Primary Caregiving

BACKGROUND

As a result of a complaint filed against The Acorn School in May, 2013, the Colorado Department of Human Services (DHS) conducted a thorough investigation of the circumstances that led to the complaint. DHS determined that there had been some violations of DHS standards that The Acorn School has since corrected. In October, 2013, DHS changed Acorn's license to a probationary status for six months. The Department will conduct monthly inspections at Acorn during this probationary period to verify that Acorn continues to meet or exceed all of the following conditions for licensing as a Colorado Child Care Facility. The stipulations that the Acorn School must continue to meet are outlined below.

- A. **Facility shall not exceed license capacity for any reason. Licensed capacity is for 10 children between the ages of 6 weeks and 1 ½ years old, 24 children between the ages of 1 years old and 3 years old, and 35 children between the ages of 2 ½ years old and 12 years old.**

The Acorn School agrees that it will not exceed its licensed capacity in any of its classrooms. Although The Acorn School has a current waiver to allow some children over 18 months in its Infants classroom due to its primary caregiving model, the School will at no time exceed licensed capacity in that or any other classroom.

- B. **All Children must be under the direct supervision of a responsible adult at all times.**

This is and will continue to be The Acorn School's policy, and we will continue to train and work with all staff to ensure this policy is followed at all times.

- C. **Proper staff to child ratios must be maintained at all times.**

This is and will continue to be The Acorn School's policy, and we will continue to train and work with all staff to ensure this policy is followed at all times.

- D. **All staff must be properly trained in developmentally appropriate practices for children. Training must be documented and available for review.**

The Acorn School will ensure that all staff are or have been properly trained in developmentally appropriate practices for children based on the NAEYC *Developmentally Appropriate Practice in Early Childhood Programs 3rd Edition* by December 1, 2013. Thereafter, new employees must provide documentation of having completed this or similar training or evidence of having enrolled in the required training within 90 days of being hired by Acorn. Appropriate documentation of staff training credentials will be maintained in employee files.

E. All Staff must be qualified for the position to which they are assigned.

This is and will continue to be The Acorn School's policy. All new employees are now receiving intensive training and supervision during their first 90 days of employment to ensure that they meet the required qualifications.

F. All current and newly hired staff will be trained using the Employee Orientation Handbook created by the facility prior to working in a classroom. Each new employee will sign and date a statement that the training has been completed.

All current and newly hired staff are trained using our Employee Orientation Handbook prior to working in a classroom, and signed statements by each employee indicated that they have reviewed the Handbook and received training are included in their employee files.

The Acorn School's Board of Directors reviewed and approved revised personnel policies in August 2013, and a revised Employee Orientation Handbook was distributed to all staff by August 30, 2013. Every newly hired teacher is trained on the Acorn policies and procedures covered by the Employee Handbook in their first 90 days of employment, and our Program Director and Lead Teachers work with and observe new teachers in the classroom on a daily basis. In addition, all teachers who work with a new teacher will complete a peer evaluation of the new teacher at the end of the 90-day training and orientation period.

G. Staff files shall be properly maintained and updated according to the department's requirements.

The Acorn School has reviewed all of its staff files to ensure that they are in accordance with the department's requirements and the board will continue to monitor staff compliance with this requirement.

H. Policies and procedures will be reviewed annually by the Board of Directors, Executive Director, and Program Director to ensure compliance with Licensing Rules and Regulations.

The Acorn School Board of Directors, Executive Director, and Program Director reviewed all policies and procedures and made necessary revisions that were incorporated into the revised employee orientation handbook and the revised parent handbook which were distributed in August, 2013.

The Board of Directors has established a Human Resources Committee which includes staff leaders and receives counsel from the Mountain States Employers Council to conduct an ongoing review to ensure that policies and procedures meet Licensing Rules and Regulations. The Board of Directors will officially review and approve revisions to policies and procedures on an annual basis and will present revised policies and procedures to staff and parents at the start of each school year.

I. Any suspicions of child abuse or neglect will be immediately reported to child protection or local law enforcement. Facility will immediately notify the Division of Early Care and Learning of any suspected child abuse or neglect allegations or investigations.

The Acorn School has reviewed and revised its policies and procedures to ensure that all staff understand and comply with immediate reporting of suspected child abuse or neglect to local law

enforcement and to the Division of Early Care and Learning. We provided training on mandatory reporting conducted by the Boulder County Department of Housing & Human Services to all staff in June and July, 2013. All new staff receive notification and training regarding mandatory reporting as part of their new hire orientation and training.

- J. **All current and newly hired staff will obtain training in Mandated Child Abuse Reporting annually. Verification of training will be made available upon request.**

As noted above, all staff has received training in mandated child abuse reporting as of August 26, 2013, and all newly hired staff will receive training upon hire. The Acorn School will provide such training annually, or more frequently, for all staff. Verification of training will be kept in each employee's personnel file.

- K. **Licensee shall cooperate with regular, unannounced licensing visits made by any Division Representative, including, but not limited to a licensing specialist.**

The Acorn School Board and staff understand and fully support unannounced licensing visits made by any member of the Division of Early Learning.

- L. **Licensee understands that these terms and conditions are in addition to any standard terms and conditions that may be required after a licensing inspection and agrees to comply with those terms and conditions as well.**

The Acorn School Board and staff understand and agree to comply with all terms and conditions related to licensing inspections.

- M. **By state law, within 10 working days after the receipt of the probationary license, licensee must provide the department with the names and mailing addresses of the parents or legal guardians of each child cared for at the facility. These requirements mandate that the Department notify the parents or legal guardians of the Probationary License. You are responsible for paying a fine to the Department that is equal to the direct and indirect costs associated with the mailing of the notice.**

The Acorn School agrees to provide mailing labels of all parents or legal guardians of each child cared for by the Center within 10 working days after Department issues probationary license. We also agree to pay a fine to the Department that is equal to the direct and indirect costs associated with the mailing of the notice.

- N. **These terms and conditions are in addition to any standard terms that may be required following a licensing inspection.**

The Acorn School understands that these terms and conditions are in addition to any standard terms that may be required following a licensing inspection.