Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Wapello County Head Start @ Presbyterian

Provider No.: 51950

Address: 228 W 4th St, Ottumwa, IA, 52501

County: Wapello

Director's Name: Liz Fairfchild

On-Site Supervisor: Mark Grego, Christi Archer and Shakira Smiley

Phone Number: 6416828741

E-Mail: lfairchild@sieda.org

HHS Visit Date: 09/01/2026

Licensing Period: 08/01/2026 to 08/01/2028

Fire Inspection:

Date Inspected: 08/21/2026

Comments: performed by Ottumwa Fire Department David Cronin, due annually

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Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 4

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8:00 AM to 3:30 PM	
Tuesday		8:00 AM to 3:30 PM	
Wednesday		8:00 AM to 3:30 PM	
Thursday		8:00 AM to 3:30 PM	
Friday		8:00 AM to 3:30 PM	
Saturday			

Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			18		18
Summer					0

1. Basic Overview

Wapello County Head Start at Presbyterian is located within the First Presbyterian Church on the edge of downtown Ottumwa on the second floor. The church secretary is located down the hallway from the program classrooms and is typically present during the program day. On the visit, preschool was in session and staff was actively engaged in providing the early childhood [program. The center is owned and operated by Southern Iowa Economic Development Association (SIEDA). The first year the program was held in this location was 2022. On 9/1/26, I made an unannounced licensing visit to Wapello County Head Start @ Presbyterian. I met with the nutrition aide Valerie Kiesling, OSS Archer and staff members who were engaged in providing the program to the children. Mark Grego (OSS) rotates between First Presbyterian and other Head Start sites. Shakira Smiley McDonald is the Family Service Worker for the site and also doubles as On-Site Supervisor when she is present. A qualified OSS must be present 6 hours a day. OSS Christi Archer is typically present daily.

The center Director of this program is Elizabeth Fairchild. Ms. Fairchild was an onsite supervisor for Head Start prior to taking this position in 2015. Ms. Fairchild has a BA degree in K-6 Elementary Education and 16 years of experience in Head Start programs. She was formerly a Head Start teacher for 4 years and was a Center Supervisor for 6 years. She has a total of 30 years of childcare experience/supervision. She currently directs several Head Start programs in Keokuk, Jefferson, Davis, Douds, Van Buren, Wapello and Appanoose County programs and the Cardinal Community Partnership.

At the time of the visit, staff was actively engaged in providing the Head Start program to the children. The preschool room is within the church and can only be accessed by first entering the church building.

The center contains 1 classroom with an attached restroom. The program also has access to the church kitchen, outdoor

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play area and recreation area indoors where they eat and have gross motor activities.

Program Observations:

The classroom is bright, clean, and attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The curriculum is Creative Curriculum. Interest centers available to the children include: blocks, dramatic play, children's literature, toys and games, puzzles and small manipulatives, music and movement, art, science and discovery, sensory tables, and computer area. I observed children during circle time and table activities. The classroom attached restroom contained hand washing posters.

The program has a parent board. I observed materials including books, hard surface toys, and creative dramatics. Materials were organized and child accessible. The center appears to have an adequate amount of equipment for the children including toys and games, activities that appear to be of high quality.

Center Nutrition Practices Observed:

The Center practices family style dining. Children dine at child size tables and sit in small chairs. The nutrition aide cleans the tabletops in the room before breakfast, lunch and snacks. A bleach and water solution is kept in the kitchen. The kitchen has been completely remodeled.

We discussed children in the program having food allergies.

I inspected the refrigerator and freezer units. Thermometers are in both the freezer and refrigerator. Temperatures were adequate. Recommended cooling temperatures are 40 degrees or below. Recommended freezing temperatures are zero degrees or below. All food items I observed were stored appropriately. No expired food items were found. No food was stored on the floor. All items were dated by staff and stored in sealed plastic bags. The kitchen area was clean. The program has a nutrition aide. She has had Serve Safe training.

Center Health and Safety:

Prescription and non-prescription medication procedures were in compliance in accordance with licensing regulations, physician directions, and parental consent were reviewed.
Regulations regarding storage and maintenance of a first aid kit were reviewed. The First Aid Kits were accessible to adults only and labeled. All kits were labeled. All items included from the latest list issued should be in the kit.

All children with allergies must have an allergy action plan signed by a physician. The IDPH Child Care Nurse Consultant can assist with these plans or other health related plans. The program may contact CCNC Kelsey Stooksberry to assist the program with allergies, seizures and allergy action plans.

An ill/injured area is designated down the hall from the main program rooms. It is a spare room not currently being utilized.

Regulations regarding environmental testing and the maintenance of any necessary detection equipment were reviewed. A visual assessment for lead based paint should be conducted if the building was constructed before 1978. The SIEDA Housing Director has conducted these in the past. The OSS or FDS may also conduct a visual lead-based paint assessment to determine if any paint in useable areas or chipping. Heating is provided by a boiler system (steam heat). An annual fuel burning appliances inspection is required for any fuel burning appliances in the building. HHS visited with the building secretary to get the updated fuel burning appliances inspection. Head Start will be responsible for getting this in 2027 as HHS had secured it the past few years. Ventilation was not an issue the day of the visit in the main classroom. New carbon monoxide detectors were purchased in 2022 and are in the preschool room. They have built in alarms, in case one of them should become unplugged, an alarm is sounded. Radon testing should be conducted with results having a level below 4.0 pCi/L.. Updated testing is due every 5 years and is current. We were unable to find this the day of the visit, but it was located later. The Church is on City Water, so water testing is not required. Head Start has a monthly toy cleaning schedule.

General regulations regarding safety were reviewed. Sufficient toileting supplies were present in restroom. The program may use volunteers. I sent a copy of the HHS approved volunteer form on 12/10/2014. Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one

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of the following:
a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
(2) A communicable disease or other health concern that could pose a threat to the health, safety, or wellbeing of the children.
b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B
(2) Complete Form 470-0643, Request for Child Abuse Information.
(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitutes responsibilities as a mandatory reporter.

Space requirements which are 35 square feet of useable floor space per child were met the day of the visit. The room may have 18 children, but Head Start capped number of children allowed at 16. It is challenging to space cots far enough apart without rearranging furniture.

Regulations regarding emergency plans and drills for fire and tornado were reviewed. They were mostly complete.

Sanitation policies and procedures were reviewed and observed. A dental hygiene consultant visits the preschool and has trainings on teeth brushing. The preschool practices tooth brushing after snacks and meals. Food waste containers were covered.

If applicable, the program can review with IDPH recommendations for sanitizing and disinfecting. The program should use an approved disinfectant in the toileting areas.

Staff and child hand washing regulations were reviewed. .

Center Playground:

The center has a fenced and naturally shaded outdoor play area behind the church. The iron fence surrounding the area is several feet high. The area contains a large, anchored, plastic climbing and activity structure with adequate fall surfacing beneath (or close to 6 inches in depth). Shade is provided by the building.

The First Aid Kit is taken out each time the children go for walks or utilize the outdoor play area. Any emergency medications should also be taken along with emergency contacts. We discussed outdoor space requirements which are 75 square feet per child.

The Child Care Weather Watch will be utilized when outdoor play is questionable due to varying weather conditions.

Center Transportation Arrangements/Field Trips:

The center provides no transportation. The center takes walking field trips only. Parents sign field trip authorizations when children are enrolled in the program. First Aid kits and emergency contact information, as well as a CPR certified staff are present on walking field trips.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavior Interventions and Supports which establishes a separate behavior intervention plan for each child depending on the level of the child's social skills. Interventions include verbal reminders of appropriate behavior, direct instruction in problem solving skills, redirection, planned to ignore, positive reinforcement of appropriate behavior, and short time out periods of age-appropriate length.

Incident reports should be on file. Parents must sign each incident report, either electronically or in person. Since it was the beginning of the school year no incident reports were on file yet.

Staff and child records are mostly complete and well organized. All children should have current immunizations and physicals. The children are not allowed to participate in the program without either one. Each child has current emergency contact/pick up authorization information as well as current medical and dental provider information. Family support workers gather this information from the family on home visits prior to the child starting the program. Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was

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obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary. Any child in the program with seizures, allergies, asthma or other special health issues should have a medical plan on file and accessible to staff in the event of an emergency. The plans should be posted in the classroom so that staff may reference directives in an emergency.

All staff for this program have current training, physicals and criminal background checks. No staff in the program are under 18 years of age. Staff routinely have more PD hours annually than required by HHS. Katie Thompson in the Ottumwa headquarters provides HHS with this information annually. It should be noted that SIEDA Head Start has a history of excellent record keeping and rarely are staff missing any training requirements or background checks. This is duly noted.

Required written policies are provided to parents in the form of a parent handbook. The handbook contains a biting policy, limited access policies and unlimited access policies. An Emergency Preparedness Plan for the building is complete for this location. All staff should be trained on the plan annually and sign and date acknowledgement of such. Staff did this the day I visited.

I reviewed regulations regarding required notices and postings. Emergency numbers are posted. The center phone number and address are present. An evacuation map has been added to the classroom. The center license, state consultant contact information, and Mandatory Reporter notice are posted in an area for parents to see, as well as the monthly snack calendar. A No Smoking sign and the class schedule are present.

2. Identify Observed Strengths of the program

The program meets a need in the community,.
The center sends a monthly newsletter to parents.
The center provides vision screening services to the children in cooperation with the local Lions Club.
The center provides hearing screening services to the children by a SIEDA nurse.
The center provides dental screening and fluoride varnish services to the children in cooperation with Wapello County Department of Public Health.
The center provides Brigance screening services to the children.
Ratio is excellent.

3. Identify the aspects that fall below the standard

1. 109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. Sufficient cooling. Equipment placed in the program area is maintained so as not to result in injury to the children. The program needs a new toilet installed downstairs near the gross motor area. Windows are aging and leaking in the classroom. Paint has started chipping due to this. Staff are vacuuming up paint chips. A lead based paint assessment should be conducted. The kitchen needs a ventilation fan. (This has been corrected as of 10/28/26). Mulch should be added to the outdoor play area under play equipment.

2. 109.11(5): Bathroom facilities: One toilet and sink for each 15 children over two years of age in room with ventilation. Built after 11/1/95 – at least one sink in same area as toilet. The program restroom lacks mechanical ventilation.

3. 109.11(6): Telephone: Working phone with posting adjacent for emergency numbers for police, fire, and poison control center. Center street address and phone included in posting. List of emergency numbers for children kept near phone. The program location must have it's own phone number.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

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5. Special Notes/Recommendations

HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website regarding health forms and postings and other services offered by IDPH Child Care Nurse Consultants: http://idph.iowa.gov/hcci/consultants This program has access to Consultant Kelsey Stooksberry (office in Ottumwa) .

HHS encourages you to contact Child Care Resource and Referral Consultant Karen Lauer. They offer centers assistance with meeting the HHS regulations, IQ4K, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. The center is aware they may access CCNC and CCR&R Consultant on a consistent basis. CR&R Consultant Karen Lauer has made contact with the OSS and explained services the agency provides. She provided IQ4K consultation as well as vacancy updates on the program.

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to correct violations listed above. They should continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. It is important to note, all HHS licensing standards and procedures must be corrected/maintained during the renewal period.

Date: 10/28/2026

HHS Licensing Consultant: Jill Seibert

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.