Iowa Department of Human Services
CHILD CARE CENTER EVALUATION AND RECOMMENDATION FOR LICENSE

Name of Center: Tri-County Head Start-Lowell **Enrollment:** 40 **License ID No. (Reapplications)** 21732

Street: 1707 Williston Ave **City:** Waterloo Iowa **Zip** 50702 **County:** Black Hawk

Mailing Address: PO Box 1050, Waterloo, IA, 50704

Director's Name: Dr. Latisha Smith **Phone Number:** 319-433-1900

On-Site Supervisor(s): Jennifer Roberts **E-Mail:** lsmith@teamtricounty.org

Date(s) of Visit: 04-04-2023

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** X **Administrative Change**

LICENSING VISITS

New Application X **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 04-03-2023

FIRE INSPECTION X **State** **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 10-24-2022

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: Infants (0-23 mo.) 2 Years X Preschool-Age School-Age

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	34	0	34
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2023 to 05-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 04-27-2023

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/04/23 I made an unannounced licensing visit to Tri-County Head Start-Lowell in Waterloo. I met with Jennifer Roberts, the on-site supervisor. She started with the program in November 2015. Angela Balestra is the lead Head Start teacher and Nicole Stubbs is the Head Start assistant in Classroom ERC. In ERC Diane Bonnette is the lead teacher from the Waterloo School System for the special education children. Kelly Hansen is the Para educator in the classroom. She is employed by the Waterloo School System. In Classroom ERD Linda DeBower is the lead teacher for Head Start and Ms. Roberts is her assistant. In this classroom Lindsay Lorenz is the lead teacher from the Waterloo School system and Angela Toles in the Para educator through the Waterloo School System.

I also briefly met with Ashley Caldwell, the program manager. Trista Hill is the family worker for Head Start in Classroom ERC. Tawanna Moore is the family worker for the morning class and Angie Hoeppner is the family worker for the afternoon class in Classroom ERD. They meet with families in the home to provide support and assist with community resources. Dr. Latisha Smith became the director of the Tri-County Head Start programs in December 2022. She is the Educational Services Director for Tri-County Head Start. She started in this position in September 2021. She has a BA in early childhood and elementary education, an MA in Education and a Doctor of Education in curriculum and instruction. Her office is in the administration office in Waterloo.

Tri-County Head Start-Lowell is in Lowell Elementary. They operate out of two rooms. This is an inclusion program. Both classes operate Monday, Tuesday, Wednesday and Thursday. In Classroom ERC they operate a morning session that runs from 8:15-11:45 am and an afternoon session from 12:15-3:45 pm. In Classroom ERD the Head Start children attend a full day class that runs 8:30 am until 3:00 pm. The Waterloo School system children in this classroom attend half days. The morning session is 8:40-11:40 am and the afternoon session is 12:20-3:20 pm. There are currently 40 Head Start children enrolled.

An inspection of each room was completed. Windows provide natural lighting. The rooms are decorated with the children's art projects and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays are posted. There is an area for circle time in each room and each room has a Promethean Smart Board.

The centers observed on the day of the licensing visit include library, blocks, table toys, games, puzzles, transportation, computer, art, dramatic play, listening, writing, math, science/discovery, play dough, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level, so they were easily accessible to the children. There was an electrical cord for an electric outlet strip in Classroom ERC near the cubbies that needs to be secured so that children do not have access to it.

There is one sink in each classroom. There is a bathroom in each classroom that had one toilet and one sink. Handwashing procedures were posted in all locations. There are also diaper changing stations in each bathroom and diaper changing procedures were posted.

The program uses the Creative Curriculum to prepare lesson plans and complete the GOLD assessments. They use Second Step for social/emotional skills. Activities are based on weekly studies. Lesson plans are prepared by the two lead teachers in each classroom. Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. Head Start partners with Central Rivers AEA and they come to classrooms to work with identified children. Lesson plans were available for review in each room.

This program does not participate in the Child and Adult Care Food Program (CACFP) but follows the guidelines. The morning program is served breakfast and lunch. The afternoon class is served lunch and a snack. The all-day class is served breakfast, lunch and an afternoon snack. Lowell Elementary prepares all the food for the program. Disposable products are used so dishwashing is not necessary. Family style is not used. Staff members serve the children their meals. Staff members sit with the children at each table to model appropriate behavior and assist, as necessary. Menus were posted in the classrooms.

The program uses Purell Food Surface Sanitizer to sanitize the food tables. Disinfecting wipes are used on toys.

Mats are used to nap in the full-day classroom.

There was a phone with emergency numbers posted in each classroom. Emergency fire and tornado procedures and the evacuation diagram were posted by the main program doors in the classrooms. A daily schedule was posted for each class.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was completed in November 2022. The results were within EPA guidelines. The school is geothermal so there is not a boiler. However, the school uses gas burning stoves. These must receive an annual fuel burning inspection. This has not occurred. The school does not have their appliances inspected. A carbon monoxide detector was on site in the ceilings. They are built in with the fire detectors. Outlets were covered. The fire marshal inspection occurred on 10/24/22.

The parent information is located outside of the classroom. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

The program uses the school's playground. Poured-in-place rubber is used for fall surfacing. There is a piece of climbing equipment with slides and other activities. There are a couple rocking toys, a tunnel, a playhouse and a music center. There are two shade structures. There are two benches for the children to rest. There is also a grassy area.

Staff and children files were reviewed at the time of the licensing visit. I reviewed twelve children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Nine files did not provide adequate emergency doctor contact information and eleven files did not provide adequate emergency dental contact information. There were three outdated physicals. Two parents did not sign the paperwork giving you permission to seek emergency care. There were two missing immunization certificates.

On 04/27/23 I reviewed two staff files at the Tri-County Head Start administration office. They were in great condition.

Emergency Preparedness Plans have been completed.

Staff members were observed to have terrific teamwork. They have a good routine and provide the children with clear and easy to understand directions. Staff members were enthusiastic and provided the children with praise. Staff members were on the floor reading to the children and interacting at the children's level. Staff members offered the children choices and were patient. They used PBIS tactics to redirect children. They provided good handwashing reminders. They provided the children with praise and encouraged them to use their imaginations.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Caldwell states there is a great partnership between the Head Start teachers and assistants and the Waterloo School teachers and assistants. They have a great relationship with one another and work well together. They all support one another.

Ms. Caldwell states they are operating out of a new building, and they are learning their way around and adjusting.

These are inclusion rooms, and they incorporate Head Start children and special needs children from the Waterloo School System.

Ms. Roberts states the staff members work hard to do what is best for the children and the families. She reports that is why they are there.

The children have access to the school nurse if they become ill or injured. They also have use of the school playground and gym.

The Head Start program employs a family worker to go into the home of each family and assist them with support and community resources. This program utilizes three family workers.

The level of education and training of the Head Start staff is exceptional. They exceed what is required to meet DHS licensing standards.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

109.9(2)a: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care.
Number not in compliance: 2
Information lacking: Two parents did not sign the paperwork giving you permission to seek emergency care.

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
Number not in compliance for medical: 9
Number not in compliance for dental: 11
Information lacking: Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Nine files did not provide adequate emergency doctor contact information and eleven files did not provide adequate emergency dental contact information. There were several other emergency cards that lacked this information. This must be corrected.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number missing: 2

109.10(1)a: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was 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.
Number not in compliance: 3
There were three outdated physicals.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.
The school is geothermal so there is not a boiler. However, the school uses gas burning stoves. These must receive an annual fuel burning inspection. This has not occurred. The school does not have their appliances inspected.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

An administrative change is being made to increase the capacity to 34 children. The program operates of two rooms.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your DHS Licensing Consultant to discuss the issue. The child care director may also send a response which will be placed in the licensing file.

*Note: If you are a member of the general public, there may be additional information contained in the public file. You may contact the DHS Licensing Consultant to inquire.