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

Name of Center: Time For Tots Early Learning Center **Enrollment:** 141 **License ID No. (Reapplications)** 7315

Street: 611 10th St **City:** Harlan Iowa **Zip** 51537 **County:** Shelby

Mailing Address: PO Box 486, Harlan, IA, 51537

Director's Name: Shelbi Clark **Phone Number:** 712-755-2086

On-Site Supervisor(s): Taylor Sevcik **E-Mail:** director@timefortots.ngo, asstdirector@tiimefortots.ngo

Date(s) of Visit: 07-13-2020

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

LICENSING VISITS

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

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

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

Date Inspected: 02-21-2019

Comments : Date of compliance 3-20-2019.

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

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	12	10	56	35	113
Summer					0

QRS Rating: 3

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 06-01-2020 to 06-01-2022
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 07-21-2020

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was made to Time For Tots Early Learning Center 7-13-2020. The center is connected to the building that houses Harlan Head Start, Head Start offices, and Child Care Resource and Referral. The center provides child care services to children infant age to school age Monday through Friday 5:30 am to 6:00 pm. There are one hundred forty one children enrolled. Shelbi Clark became the director of the center in June 2019, she has worked at the center since 2015. Taylor Sevcik is the on-site supervisor. Please send me a copy of Taylor's on-site supervisor worksheet. Shelbi has worked at the center since 2015.

The center is following the daily Covid 19 procedures as directed in the Child Care Resource and Referral.Staff are wearing masks at this time. The center closed on March 16, 2020 and reopened on May 18, 2020 due to the Covid 19 pandemic. Enrollment is lower during the Covid pandemic.

Observation of rooms:
All program rooms were in ratio. The children were having fun participating in a variety of activities. The staff had excellent interactions with the children, they were positive and attentive to the needs of the children. The rooms looked great and have a fun variety of age and developmentally appropriate toys and equipment.
In the infant room you need to have fitted sheets on the crib mattresses, some of the sheets looked way to big - this is considered a health and safety hazard. The daily sheets looked good.
Please review lesson plans/activities with staff as some rooms had them, some didn't, some weren't complete etc. This is a repeat violation from last year. Services were received from Kelsey from Child Care Resource and Referral regarding lesson plans, activities and curriculum. Shelbi you need to review each program rooms lesson plans/activities each week. I am making a referral to Child Care Resource and Referral for consultation and training regarding lesson plans/activities.

Nutrition:
The center continues to have breakfast and lunch catered from Treat America/Company Kitchen. The center provides the snack. A monthly menu is provided.
A thermometer was needed in the refrigerator.
The center is on the federal food program.

Heath and Safety:
Medication management procedures are practiced when a child is prescribed medication.
I couldn't locate the written emergency plans for fire, tornado, flood (if susceptible), intruder in center, intoxicated parent, lost or abducted children, blizzard, power failures, bomb threats, chemical spills, earthquake or disasters that could result in structural damage or health hazards. You will need to locate this plans immediately or develop new ones. All employees at the center should be trained on you emergency procedures. Shelbi stated she has the centers disaster preparedness plans, I didn't see them during my licensing visit. Please review these with your CCR&R worker.
Radon testing is needed, the last radon testing was done in June 2018, five tests were completed and all test results were under a 4.0 pCi/L. Radon testing is required every two years.
Fire and tornado drills haven't been practiced on a monthly basis. Please begin practicing monthly fire/tornado drills. You

can have each room do their own drills to provide separation during the Covid pandemic time.
There appears to be some confusion regarding sanitizing and disinfecting. The program rooms aren't consistent in this practice. Please follow the three bottle procedure for both sanitizing and disinfecting 1. Soap/water for cleaning, 2. Water for rinsing and 3. You (EPA approved) product for sanitizing and disinfecting. Bleach/water is approved and Oxivir Tb is approved (I know you have used this is the past). Keep your disinfecting bottles that are used for the diaper changing table in a separate location from the bottles that are used for sanitizing - this will prevent cross contamination.
More cleaning, sanitizing and disinfecting is done during the Covid 19 pandemic.
Please receive consultation and training from your child care nurse consultant and/or your Child Care Resource and Referral worker.
The center has all electric appliances.

Playground:
The center has wonderful playground areas for the different age groups of children in the program. The younger children's playground is in the front of the center. The playground for the older children has a large structure and has padded surfacing. Monthly playground inspections haven't been completed. Please begin doing the monthly playground inspections immediately. I emailed you the playground inspection form on 7-21-2020.

Transportation:
The center doesn't provide daily transportation services.
The center has a five passenger van that is used for field trips. During the summer the center takes the children to swim lessons, swimming, movies etc. Walking field trips are also taken. (Transportation services aren't being offered this summer due the the Covid 19 pandemic)

Administrative records:
I reviewed two staff files and they were incomplete - files were in need of criminal record checks, national record checks, training etc. I emailed you the staff and child file form on 7-21-2020.
You need to review every staff files and have them updated with the DHS requirements. You can do your own fingerprinting for the national record check if you would like. CCR&R can help you review the staff files.
Child files were reviewed and were in good order.
Shelbi stated that she is responsible for the staff files and that Taylor helps with the child files.
The center employs sixteen employees, Shelbi maintains daily contact with staff and tries to have monthly staff meetings.
The center participates in the Quality Rating System and are a level III.
I am recommending that you read the Child Care Centers and Preschools Licensing Standards and Procedures Handbook.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Shelbi is very enthusiastic and proud of the center. Time For Tots has a very active board. Shelbi Clark continues to be learning the DHS rules and daily operations of running a child care center. Shelbi has worked with Child Care Resource and Referral on a variety of topics.
Staff had good interactions with the children, they were kind and involved in programming.

New 2019/2020
Taylor Sevcik is the on-site supervisor.
The center has received grants and donations for new equipment and toys.
The center is doing a great job following the Covid 19 daily procedures i.e. temperature taking, removal of plush toys etc.
Staff are wearing masks.
More cleaning, sanitizing and disinfecting is done during the Covid 19 pandemic.

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

109.6(2): Director or on-site supervisor on-site during the hours of operation or a minimum of eight hours of center's hours of operation.
Information on on-site supervisor's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination.
On-site supervisor meets qualifications or is "qualifiable" with a plan established to meet qualifications.
Please send me a copy of Taylor's on-site supervisor worksheet.

109.6(6)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.
109.6(6)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.
109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
I reviewed two staff files and they were incomplete - files were in need of criminal record checks, national record checks, training etc. I emailed you the staff and child file form on 7-21-2020.
You need to review every staff files and have them updated with the DHS requirements. You can do your own fingerprinting for the national record check if you would like. CCR&R can help you review the staff files.

109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intruders within the center, intoxicated parents, and lost or abducted children.Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, earthquakes, or other disasters that could create structural damage to the center or pose health hazards.If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with functional or access needs.
I couldn't locate the written emergency plans for fire, tornado, flood (if susceptible), intruder in center, intoxicated parent, lost or abducted children, blizzard, power failures, bomb threats, chemical spills, earthquake or disasters that could result in structural damage or health hazards. You will need to locate this plans immediately or develop new ones. All employees at the center should be trained on you emergency procedures. Shelbi stated she has the centers disaster preparedness plans, I didn't see them during my licensing visit. Please review these with your CCR&R worker.

109.10(15)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.
Fire and tornado drills haven't been practiced on a monthly basis. Please begin practicing monthly fire/tornado drills. You can have each room do their own drills to provide separation during the Covid pandemic time.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.
There appears to be some confusion regarding sanitizing and disinfecting. The program rooms aren't consistent in this practice. Please follow the three bottle procedure for both sanitizing and disinfecting 1. Soap/water for cleaning, 2. Water for rinsing and 3. You (EPA approved) product for sanitizing and disinfecting. Bleach/water is approved and Oxivir Tb is approved (I know you have used this is the past). Keep your disinfecting bottles that are used for the diaper changing table in a separate location from the bottles that are used for sanitizing - this will prevent cross contamination.
Please receive consultation and training from your child care nurse consultant and/or your Child Care Resource and Referral worker.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
Monthly playground inspections haven't been completed. Please begin doing the monthly playground inspections immediately. I emailed you the playground inspection form on 7-21-2020.

109.11(7)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.
Radon testing is needed, the last radon testing was done in June 2018, five tests were completed and all test results were under a 4.0 pCi/L. Radon testing is required every two years.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.
Please review lesson plans/activities with staff as some rooms had them, some didn't, some weren't complete etc. This is a

repeat violation from last year. Services were received from Kelsey from Child Care Resource and Referral regarding lesson plans, activities and curriculum. Shelbi you need to review each program rooms lesson plans/activities each week. I am making a referral to Child Care Resource and Referral for consultation and training regarding lesson plans/activities.

109.15(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed.Staff preparing food that have injuries on hands wear protective gloves.Staff serving food use clean serving utensils and have clean hands/wear protective gloves.
Additional concerns: A thermometer is needed in the refrigerator.

109.13(1)a Sufficient and age- appropriate cribs, beds, cots and bedding are provided. Sufficient furniture, lighting, and activity material provided. Equipment and materials maintained in a safe and sanitary manner.
In the infant room you need to have fitted sheets on the crib mattresses, some of the sheets looked way to big - this is considered a health and safety hazard.

Please send me an email by August 5th, 2020 letting me know how the items listed above have been corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 6-1-2020 to 6-1-2022.
Please send me an email by August 5th, 2020 letting me know how the non compliance items items listed above have been corrected.

*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.