Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: HMS Head Start

Provider No.: 30238

Address: 400 3rd St NW, Hartley, IA, 51346

County: Obrien

Director's Name: Angie Mitchell

On-Site Supervisor: Jessica Swenson

Phone Number: 7122980420

E-Mail: amitchell@udmo.com
dhelget@udmo.com

HHS Visit Date: 09/23/2025

Licensing Period: 10/01/2024 to 10/01/2026

Fire Inspection:

Date Inspected: 10/13/2023

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 2

- [ ] Accrediation

Program Duration:

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

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			20		20
Summer					0

1. Basic Overview

I completed an unannounced visit on at this HeadStart program on 09/23/25. I was able to speak with onsite supervisor/lead teacher Jessica Swanson. Ms. Swenson has several years' experience working with children in a school setting and has a two-year degree as well as her substitute teaching degree. HMS Head Start is a preschool program administered through Upper Des Moines Opportunity; Inc. Staff records will be checked at a later date and have been reviewed for this year. This preschool site is housed in a classroom in the Hartley Elementary School. The program operates Monday through Friday 7:45am to 3:35pm and serves children 3 and 4 years old. There are 13 children enrolled in the program. At the time of my visit there were 13 children present. The entrance to HeadStart is through the Elementary door. It is locked for safety purposes. Staff meet the parents and the door for drop off and pick up.

All areas of the program were observed consisting of classroom observations and activities, nutritional practices, health and safety practices, field trip and transportation practices, and administrative review.

Classrooms were well-organized and divided into areas to support different types of play and learning. A sufficient number of toys and equipment was available for the number of children. Learning centers included a sensory table, dramatic play area, and other activity stations. Displays throughout the classroom featured colors, shapes, the five senses, a globe of the world, a picture schedule, a job chart, children's artwork, and the alphabet. Toys and equipment were clean, safe, and developmentally appropriate.
The program utilizes Creative Curriculum GOLD, providing a variety of hands-on and interactive learning opportunities. Children were observed participating in circle time, dramatic play, sensory exploration, and exercise activities.

Meals followed the posted menu and reflected a variety of nutritious food options. Family-style dining practices were observed, and children brushed teeth after breakfast. The center follows CACFP guidelines. The program employs a kitchen aide who prepares meals received from the school. Breakfast and lunch are provided onsite through the school kitchen and cafeteria, which is located directly across the hall from the preschool classroom.

I observed good sanitation methods throughout my time at the school. Children knew what the schedule was an when they had to wash their hands.

The center shares a playground with the preschool. While the surface consists of rubber squares and a grassy area has recently been expanded, the playground is still in need of shade structure. Discussions between the center and the school are ongoing to ensure the structure is put in place.

Radon test was completed. Annual Furnace inspection was provided. Fire/tornado drills were completed. First aid kit was up to date.

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

2. Identify Observed Strengths of the program

The program is on IQ4K level 1.

Staff have done PBIS discipline training. PBIS stands for Positive Behavioral Interventions and Supports. It's a framework (not a specific curriculum) that schools, childcare centers, and youth programs use to promote positive behavior and create safe, supportive environments for children.

Center has parent/teacher conferences four times a year to inform parents of their child's progress and what they need to work on.

Staff was very engaged with their student's role modeling good behavior.

3. Identify the aspects that fall below the standard

109.11(8)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.

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

5. Special Notes/Recommendations

Please send me an email by 11/30/25 confirming that all aspects below standards have been corrected.

A full license is recommended at this time.

At least one visit will be made to the center during the next year.

Date: 09/24/2025

HHS Licensing Consultant: Leann Steinhauer

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**.