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

Name of Center: Elma Early Childhood Center **Enrollment:** 55 **License ID No. (Reapplications)** 19089

Street: 319 Oak ST **City:** Elma Iowa **Zip** 50628 **County:** Howard

Mailing Address: PO Box 63, Elma, IA, 50628

Director's Name: Samantha Burke **Phone Number:** 641-393-2028

On-Site Supervisor(s): Amy Buttolph **E-Mail:** elmaearlychildhood@gmail.com

Date(s) of Visit:

Licensing Visit **Unannounced Visit** **Off Year Visit** X **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: 07-28-2020

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: 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	8	6	12	8	34
Summer					0

QRS Rating: 2

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 09-01-2022 to 09-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 03-13-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 08/10/22 I made an unannounced licensing visit to Elma Early Childhood Center. I met with Sarah Brophy, the director. Ms. Brophy started with the program in December 2020. She has an AA in business administration and nursing. The center has ten employees.

The Elma Early Childhood Center opened on 06/05/08 and began operation at its current location on 08/19/08. The program operates year-round Monday through Friday 5:00 am until 6:00 pm. It serves infants through school-age children. They also have a summer only program and allow drop-ins when staff ratios allow. There are currently 55 children enrolled.

The program operates out of two rooms. The larger room is used for children who are two years old and older and there is an infant room. The center is currently under construction. They are adding on a new infant room and the current infant room will be used as a three-year-old preschool room. An inspection of each room was completed. Windows provide natural lighting for the room for the older children, but artificial lighting is used in the current infant room. The room for the older children is 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 were posted.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, listening, science, 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. Most materials were in good condition. There is a red and blue children's chairs in the library center for the older children. The chairs are torn and there was exposed foam. These items need to be repaired or removed. The materials are located at child level so they were easily accessible to the children. Cots are used to nap for the older children.

The Creative Curriculum and a variety of other resources are used to create lesson plans. Activities are planned around weekly themes. A lesson plan was available for review.

There was a phone with emergency numbers in between the infant room and the room for the older children. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits. A daily schedule was posted. The program has a Quality Rating System (QRS) level of 2 that expires on 04/30/23.

The program participates in the Child and Adult Care Food Program (CACFP). The center provides the children with breakfast, lunch and an afternoon snack. Lunch is prepared by the local nursing home (Colonial Manor) all year around and it is delivered to the center. Lunch menus are provided to the center. They use a five-week rotation of menus. Parents do pay a fee for lunch. The staff members prepare the plates for the children. Breakfast and snacks are prepared by the center staff members. The center uses the same menu each week. Children eat in the classrooms. Dishes are washed in each room using the three-step method.

The center provides one brand of formula or parents can bring their own if they want to use a different brand. Parents provide the baby food and cereal. The center provides snacks. Bottles are washed in the infant room using the three-step method.

Food items in the infant room and kitchenette area in the room for the older children were stored according to the NHSPS guidelines. There is a refrigerator in the infant room and in the kitchenette area and thermometers were present.

The center uses bleach and water to sanitize the food tables and disinfect the changing tables.

I reviewed documentation of monthly fire and tornado drills. The fire drills and tornado drills should be practiced on separate dates. I reviewed documentation of monthly playground inspections. A radon test was completed in May 2021 and is good for two years. Results were within EPA guidelines. Next time you do radon testing a radon kit should be placed in each program room. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is in the kitchenette area in the room for the older children. Outlets were protected. The fire marshal inspection occurred on 07/28/20.

The program is using ProCare for their daily sheets in the activities. Activities and mood are required areas that need to be documented for children under the age of two.

I discussed the diaper change process in the infant room and proper procedures are being followed.

Due to the future renovations to the center, the playground area is no longer present. The center is using two city park playground areas that are bordering the center. Ms. Brophy inspects the areas before use.

The parent information is located on a bulletin board inside the front and back entrance of the center. The mandatory reporter, child care consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

Staff and children files were reviewed at the time of the licensing visit. I reviewed ten 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. Three files did not provide any dental emergency contact information.

I reviewed three staff files. There was one outdated physical and two missing physicals.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. The program has a current and accurate professional development policy but there is a page in the staff handbook with the outdated information. Please remove the inaccurate information. The handbook also states TB testing is required. This is no longer true. The mandated DHS employee physical form has a space for a TB screening by the physician. Emergency Preparedness Plans have been completed.

Staff members were observed to have terrific interaction with the children. Infant staff members had great knowledge of the children's routines. Staff members maintained positive conversations with the children and provided them with praise. Positive redirection was used, when necessary, with the older children. Staff members assisted children with handwashing in the older room. Staff members kept the children entertained as they waited to be served their lunch. Staff members encouraged the children to use their imaginations. The children seemed to enjoy and feel comfortable in the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program currently has a Quality Rating System (QRS) level of 2 that expires on 04/30/23.

Ms. Brophy states the center has a good reputation and they care for children from several surrounding towns.

The center is currently under construction to add a new room that will be used for infants. The current infant room will be used as a three-year-old preschool room. They will also be developing a new playground area for the children.

The community is supportive of the child care program. They provide donations and participate in fund raisers. Ms. Brophy states there is a lot of community involvement.

Ms. Brophy has organized staff and children files that were easy to read.

Ms. Brophy is organized and a great attention to detail. She is flexible and accommodating.

The child care center uses the Pro-Care system for schedules, billing, files, daily sheets, etc. They communicate with the parents through the program.

The center is a bus stop for Riceville and Cresco schools.

There are pictures of staff members in the entrance.

Ms. Brophy states they have a good group of staff members and a good group of children and families to work with.

The program works with Child Care Resource and Referral (CCR&R) routinely and they receive resources from Keystone AEA.

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

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
Number not in compliance: 3

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 dental: 3

V. SPECIAL NOTES/RECOMMENDATIONS:

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

On 10/24/22 an administrative change is being made to name Amy Buttolph as the on-site supervisor for the program. Sarah Brophy will remain the director but will be off site. Ms. Buttolph has an AA in Human Services and has been employed by the program since August 2015.

An administrative change is being made on 02/08/23 to name Amy Buttolph as the director. Sarah Brophy is no longer with the program. Carolina Rambo is hired as an administrator for the center but needs to work at the center for a year to gain the experience points. She will be doing the administrative duties for the center.

An administrative change is being made to name Samantha Burke as the director. She will be an off-site supervisor. She is a preschool teacher at Riceville School and has a BS in elementary education. She has several years of experience as a teacher and in childcare. Carolina Rambo is an on-site administrator who was hired in February 2023. She does not have the experience points necessary to be director yet. She will be doing the administrative tasks while she earns the experience over the next year.

*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.