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

Name of Center: Sunbeam Christian Child Care and Preschool **Enrollment:** 49 **License ID No. (Reapplications)** 16104

Street: 419 N Delaware AVE **City:** Mason City Iowa **Zip** 50401 **County:** Cerro Gordo

Mailing Address: 419 N Delaware AVE, Mason City, IA, 50401

Director's Name: Linette Heimbuch **Phone Number:** 641-424-7073

On-Site Supervisor(s): LeAnne Hendricson, Samantha Steele **E-Mail:** scccbl@gmail.com

Date(s) of Visit: 05-09-2024

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

LICENSING VISITS

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

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

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

Date Inspected: 05-02-2022

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: 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	16	12	24	14	66
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 07-01-2024 to 07-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Raymond Salsbuury **Date:** 05-28-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced annual visit was made to Sunbeam Christian Child Care and Preschool in Mason City on 05-09-24 where I met with center director Linette Heimbuch. Linette took over the director position in 2020 but had been working with the center prior to that in the kitchen. Linette is well qualified for the position having extensive history as an elementary school teacher, and completing professional development trainings. The program operates out of a wing of the Bethlehem Lutheran Church with programming on two floors. The child care center is a mission of the church and is overseen by a board of directors from the church. The program serves infants through school-aged children, and also offers a formal preschool program during the school-year. There are 49 children enrolled in the center served by 13 staff. All areas of the program subject to Licensing Standards were reviewed.

The general layout and design of the building and program remains the same as in prior visits however the center did move the two year children to a different classroom while renovation work is being completed. Classrooms are determined by age with several located on the main lower level, and two classrooms on an upper level. The center does have two infant rooms with one for younger infants, and the other for older more mobile infants. Each room has secondary exits that include doors to the outside in the infant and toddler room being renovated, evacuation windows in the large motor skill room currently being used for 2 year old programming, and additional exits to the hallway or other classrooms in the remaining rooms. The exits were maintained such that they were clear of obstruction and opened easily and freely. Each room has restroom facilities accessible directly from the room, and sinks in the classrooms. Each room has windows that can provide natural light, a view of the outdoors, and ventilation. Each classroom has an open floor plan that is divided into activity centers through the placement of furniture, shelves, and play structures. The arrangement of each room provided the children with room to move and play without creating any blind areas.

The available activity centers include reading, art/craft, and large/small manipulatives in all classrooms, and expand to include dramatic play, music/movement, group learning, and experience tables in older classrooms. Each activity center was observed to have a good variety of toys and materials that were in good repair and generally appropriate to the ages of the children present. Issues that were noted were items and toys with small parts that were less than 1 1/4 inches diameter, and 2 1/4 inches length which would be considered choking hazards. These need to be removed from classrooms serving children under 3 years of age. In addition toys that were labeled as being manufactured as promotional items for food vendors were present in other classrooms and these do need to be removed. Each classroom had a daily schedule and copy of the curriculum posted. The curriculum varied by classroom and teachers were observed to be following the schedule and curriculum. This included activities such as presenting teacher lead small group activities and music/movement activities.

Good health and hygiene policies are in place but some practices do need to be reviewed. I was able to observe several diaper changes and staff did follow the posted procedures. Lunch was served during the time of visit but the staff did not wash their hands immediately before plating food for the children. While items such as chemical cleaners were stored where they were not accessible other items such as a staff purse was left where it would be accessible to the children. Safe sleep practices were implemented for children under 1 year of age. The center does make use of cots for older children but does need to ensure that a cot sheet or other covering bedding which can be removed and laundered is provided in addition to blankets used for child comfort. First aid kits are kept in each classroom and taken as a whole did contain materials

necessary to address most common first aid needs. Medications are maintained in the center office in a lock box. Over the counter medications were properly labeled.

The center does make use of the church kitchen and meals are prepared on-site. The kitchen was observed to be clean with no indication of insect or rodent infestation. Good food storage and handling practices were observed in the kitchen. As noted the teachers in one classroom did not wash their hands prior to meal service nor did they use food service gloves. When portioning meals the center used regular serving spoons rather than measured scoops and utensils. While it did appear that each child had more than enough to eat use of measured serving utensils can help to ensure that a full serving is provided. A copy of the menu is posted and identifies a good variety of nutritious food options. Meals are served in a gathering hall where the children sit at tables by classroom. Meals are pre-portioned for the children and supervision is provided at the tables.

The center playground was observed to have a variety of play structures that include climbing structures, spring rockers, dramatic play, riding equipment, and a variety of toys and art materials. There is a small garden area, and a paved area where children can use sidewalk chalk, riding toys, and other items that require a flat surface. Pea gravel is used for fall surfacing which is developing a hardpan layer in high traffic areas. Linette did identify that arrangements have been made for a contractor to aerate the fall surfacing. The equipment was observed to be in good repair. Shade is provided by the building and mature trees. The playground is enclosed by fencing which was observed to be in good repair.

All required notices were posted in an area that was readily accessible and visible to all parents and visitors. In reviewing child and staff files the center does have an electronic system, Brightwheel, and while some information is maintained in that system other information is maintained in hardcopy format. Linette did have self-audit forms that she was working on to track information that was present and needed. A random sample of 10 child files were selected for review and compared to the self-audit and electronic system which was found to be generally accurate with the exception of school age child statements of health. The center enrollment forms do have an option for parents to include a statement of health for school age children while some had filled this out Linette had not counted that for the annual physical update. While this may account for some of the missing elements the self-audit did identify 14 files did not have documentation of an annual update, and 27 needed an annual physical. In addition it was noted that some of the files identified that the last updated physical was more than a year old. It was reviewed with Lynette that children must have an updated physical, or for school age children a parental statement of health each year. It was reviewed that if parents do not provide updated information the center would be required to refuse acceptance of children until such time that current information is provided. In reviewing staff files the self-audit was again found to be accurate when compared to documentation found in files that were randomly selected for review. The reviewed files and self-audit identified that 6 staff needed a physical, 4 needed an updated Iowa SING Background check, 6 needed an FBI background check, and 2 needed on-going certification in 1st Aid/CPR and Mandatory Reporter training. When reviewing inspection logs and certificates the center was doing fire and tornado drills by classroom. This did result in some classrooms not logging drills being conducted monthly as required. It was recommended that the center practice the drills as a centerwide activity given that in the event all classrooms would have to evacuate at the same time and conducting drills in this manner would help to highlight any issues that need to be addressed as well as ensuring documentation is maintained. In addition the inspection log for the playground was not completed and logged monthly as required. Documentation of a fuel burning appliance inspection was not available on the day of my visit and Linette stated that the church would have those records but there was no one in the church office at that time.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center is in the process of renovating one of the classroom spaces that had water and mold damage.

The center has obtained a grant to replace some equipment.

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

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.
-- Number not in compliance: 4

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.
-- Number not in compliance: 6

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: 5

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.
-- Number not in compliance: 2

109.9(2): All files are updated at least annually and when a change occurs.
-- Number not in compliance: 14

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: 27

109.10(3)a: All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.
-- Over the counter medications were not labeled with the name of the individual to whom it belonged.

109.10(7): Staff hand washing: The center shall ensure staff demonstrate clean personal hygiene. Staff shall wash hands: Upon arrival at the center.Immediately before eating or participating in food service activity.After diapering a child.Before leaving the rest room either with a child or by themselves.Before and after administering nonemergency first aid if gloves are not worn.After handling animals or cleaning cages.
-- Staff did not wash their hands nor wear food service gloves before serving lunch.

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.
-- Drills were conducted and logged individually for each classroom and not all classrooms logged all drills each month as required.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
-- Documentation not available on the day of the visit.

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.
-- Documentation not available on the day of the visit.

109.12(4): Sufficient toilet articles are provided for handwashing.Sufficient and safe indoor play equipment, materials, and furniture that conforms with CPSC or ASTM.Play equipment, materials, and furniture meet the developmental, activity, and special needs of the children.Room's arrangement does not obstruct the direct observation of children.Individual covered mats, beds, or cots, and appropriate bedding is provided for all children who nap.Procedures are developed and implemented to maintain equipment and materials in a sanitary manner.Sufficient spacing is maintained between equipment to reduce transmission of disease and allow ease of movement by children and staff to respond to activities and care needs.Sanitary procedures are followed for use and storage of personal hygiene articles.
-- Toys labeled a promotional items for food vendors need to be removed. Purses and other staff personal items need to be stored where they are not accessible to children. Cover sheets are needed for all cribs, cots, and mats used for napping children.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended at this time.. Please provide a written response to the licensing consultant identifying a plan of action to correct and maintain those aspects cited as not meeting licensing standards and identifying an anticipated date of compliance. At least one visit will be made to the center during the next year.

NOTE: A referral to Child Care Resource and Referral will be made to assist the center in developing a plan of correction for those issues cited as not meeting licensing standards.

*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.