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

Name of Center: NEICAC-Waukon Head Start **Enrollment:** 30 **License ID No. (Reapplications)** 18174

Street: 953 3rd Ave NW **City:** Waukon Iowa **Zip** 52172 **County:** Allamakee

Mailing Address: PO box 487, Decorah, IA, 52101

Director's Name: Sharon Burke **Phone Number:** 563-568-3603

On-Site Supervisor(s): Bailey Roth **E-Mail:** sburke@neicac.org

Date(s) of Visit: 04-09-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 03-05-2024

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

Date Inspected: 12-22-2023

Comments : Compliance on 01/23/24

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: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	19	40	0	59
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2024 to 05-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 04-09-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/09/24 I made an unannounced licensing visit to NEICAC-Waukon Head Start. I met with Bailey Roth, the on-site supervisor and lead teacher in Classroom A. Ms. Roth has an early childhood education diploma and her CDA and is in the process of going back to school to get her AA using the TEACH program. She started with Head Start in November 2021 and started in the on-site supervisor position in August 2023. Lauren Johnson is the lead teacher in Classroom B. She has been employed by Head Start since October 2018 and has her CDA. Ms. Johnson is also in the process of going back to school to get her AA using the TEACH program. The associate in Classroom A is Rachel Noecker. The associates in Classroom B are Megan Leas and Angie Zezulka. Sharon Burke is the director of the Early Childhood Programs operated by Northeast Iowa Community Action Corporation. She is in the administration office in Decorah. Kim Jasper is the program manager. Robin Hilleshiem-Palmer is the family worker for the program.

The Head Start program is in West Elementary in Waukon. The program can operate from 6:00 am until 6:00 pm Monday through Friday. The core preschool program operates from 8:15 am until 2:45 pm during the schoolyear. Wraparound childcare services are provided before and after preschool and through the summer months. There are currently 30 children enrolled.

The program operates out of two classrooms. 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 were posted. There is an area for circle time in each classroom.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, Ipads, art, dramatic play, playdough, writing, math, science/discovery, woodworking, 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 is a bathroom between the classrooms with three toilets and a Koala Bear Kare diaper changing table mounted to the wall. Diaper changing procedures were posted. There is a child-sized sink in each classroom for the children to wash their hands. Handwashing procedures were posted. There is also an adult sink in each room. Cots are used to nap.

The center participates in the Child and Adult Care Food Program (CACFP). The children receive breakfast, lunch, and afternoon snack. Lunch and breakfast are prepared by West Elementary school cafeteria staff during the school year. Head Start prepares the snacks. Head Start staff members prepare snacks and all meals during school breaks and during the summer. Family style is used, and they eat in the classroom. Menus were posted. Allergies are confidentially posted.

The center is equipped with a full kitchen. The kitchen was clean and organized. There are three sinks and an industrial dishwasher. The program is using mostly disposable products. Food items were stored according to NHSPS guidelines. There are two refrigerators and an upright freezer and thermometers are present.

The program is using SaniDate Hard Surface Sanitizer to sanitize the food tables. Oxivir Tb is used to sanitize toys and classroom materials. Each product has a one-minute dwell time.

The program uses the Creative Curriculum, Handwriting Without Tears, Heggerty Phonemic Awareness, Second Step, and Jolly Phonics to prepare lesson plans. GOLD assessments are completed on each child. They complete ASQ assessments on all children and the Brigance Screening tool is used. Activities are based on studies. The length of the study depends on the topic and the children's interest level. There is also a weekly nutrition activity for the children. The program uses Healthy Kids and participates in the Farm to Early Care and Education program (F2ECE). Monthly newsletters are provided to parents to inform them of studies, activities and special dates. There is an Epson projector in the room.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. They implement a new PBIS topic each month in the classroom and information is sent home to parents so they can utilize the tools at home as well. The program is also using solution kits in the classroom. This allows staff members to use flash cards with visual choices so children can try to solve their own problems. The children receive hearing, vision and dental screenings.

There was a phone with emergency numbers and the program's address and phone number in both rooms. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits in the classrooms. A daily schedule was posted, and a lesson plan was available for review in each room.

I reviewed documentation of monthly fire and tornado drills. Head Start also practices monthly intruder drills. I reviewed documentation of monthly playground inspections. Playground inspections are now electronically recorded. A radon test was completed in September 2023 and is good for two years. Results were within EPA guidelines. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site in Classroom A near the adult sink. Outlets were protected. The fire marshal inspection occurred on 12/22/23, with compliance on 01/23/24.

The parent information is located on a bulletin board inside the entrance. 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. Parent resources are in the hallway.

The program has been working on the playground area for a couple years. Poured in place rubber that resembles turf is used for fall surfacing. There is a piece of climbing equipment with slides and other activities. There is a grassy area and there are planters in this area. The program is going to add additional material around the poured in place fall surfacing because there is a ledge that could be a tripping hazard.

I reviewed eight children files the day of the visit. They were in great condition.

On 04/09/24 I reviewed two staff files at the NEICAC Administration office Decorah. They were in great condition.

Emergency Preparedness Plans have been completed.

Staff members were amazing with the children in both classrooms. There was a fire drill while I was present and the staff members were calm and took the children outside quickly. In one classroom the staff members were singing and dancing with the children. They used song and dance to review the alphabet. Staff members used PBIS cues to remind the children of the rules and used positive redirection when necessary. Staff members were enthusiastic and provided the children with praise. They provided the children with good handwashing reminders. Staff members spoke with the children about sharing and offered the children choices. They were engaged with the children in activities and interacted with them at their level. The children appeared to feel comfortable and enjoy themselves in the classrooms.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Roth states the Creative Curriculum is great to use as a teaching resource for the children.

Ms. Johnson states they provide educational activities for the children and provide them great learning opportunities.

Ms. Johnson stats the GOLD assessments help them in planning activities and learning objectives for the children.

Ms. Roth states the staff members have good teamwork. They help each other out as needed.

Ms. Roth states the program is going to open this summer.

The program has an IQ4K level of 4 that expires on 07/31/25.

There are cameras in each of the rooms and they are in a secured building.

The program offers wrap around childcare to children before and after the core hours of school. They are also going to operate one room this summer.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. This allows teachers to involve the parents in the program.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

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

*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.