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

**Name of Center:** SCICAP-Corydon Head Start **Enrollment:** 15 **License ID No. (Reapplications)** 28264

**Street:** 605 S West St **City:** Corydon Iowa **Zip** 50060 **County:** Wayne

**Mailing Address:** PO Box 715, Chariton, IA, 50049

**Director's Name:** Lori Ferris **Phone Number:** 641-872-2554

**On-Site Supervisor(s):** Christina Hackett **E-Mail:** lferris@scicap.org

**Date(s) of Visit:** 09-28-2022

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:** 08-12-2022

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

**Date Inspected:** 10-05-2022

**Comments :** conducted by the State Fire Marshal Curt Seddon, due every 3 years, report was held until an approved inspection was procured in December 2022

**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 X Other NA

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

Get-Well Evening Care X Special Needs

**SCHEDULE:** Year-round X School-Year Summer Only

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

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

**QRS Rating:** 4

| RECOMMENDATION FOR LICENSE: | |
|---|---|
| X | **FULL** license from 12-01-2022 to 12-01-2024 |
| | **PROVISIONAL** license from |
| | **DENIAL** of initial application |
| | **SUSPENSION** of license |
| | **REVOCATION** of license |

**Licensing Consultant:** Jill Seibert **Date:** 12-14-2022

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

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

Corydon Head Start program is offered through SCICAP, which has various programs throughout southern Iowa. The administrative offices are located in Chariton. Lori Ferris is the administrator over all the Head Start programs in the SCICAP region and Director of this program. She meets 100 points required to qualify as program director. Each SCICAP Head Start site has an on site supervisor/lead teacher (Christina Hackett) who meets the 75 points required for the position. She is new to this position. Ms. Hackett has 4 years full time experience in licensed childcare and a BA in Elementary Ed. This particular site is located on the elementary school grounds in Corydon.

This site is a self-contained modular building on the campus of Wayne County Schools. The door is kept locked, and visitors must knock or ring the doorbell. The building has two identical sides with a wall separating the two classrooms. . I met with Becky Hysell and On Site Supervisor Shelby Jellison ( no longer employed with the program) during the visit. I made an unannounced licensing visit to the program September 28, 2022. All program areas were observed that date (indoors and outdoor play areas). Becky has since been moved to the Chariton office.

The program space contains a small kitchen area in the back of the building, restrooms attached to each classroom and open space for each classroom. The building is clean, bright, open, attractive and equipped with a wide variety of child sized furniture, equipment, toys and learning activities.

The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. Staff are practicing recommended sanitizing and disinfecting. They are aware of recommendations regarding PPE, temperature checks, preventative health practices and social distancing.

One side of the building is utilized as a classroom, and the other room in the building is used as storage space and a gross motor area. The building also contains staff offices that are separate from the classrooms as well as a large kitchen, a staff restroom and storage areas.

The program serves mainly 3 year old children. Most 4 year old children are enrolled in the Statewide Voluntary Preschool next door at Corydon Elementary School. Current lesson plans are posted, and these had appropriate activities to meet the physical, emotional, and developmental needs of the children. Creative Curriculum and Teaching Strategies Gold are used as the basis for the lesson plans and activities.

The room has clearly marked and labeled activity centers arranged throughout. A nice variety of materials accompany the learning centers. Items are stored on low shelves so the children can easily access them.

DHS has observed the children in a variety of activities during my visits including circle time, lunch and outdoor routines and free play. Children may choose from individual center activities or small group activities at the various centers arranged around the room.

The main classroom has a bathroom with two toilets and two sinks. All areas of the program were clean and free of hazards.

Program NUTRITION:

This program participates in the federal food program. The choose to be peanut free. A full sized kitchen is in the building however due to cost factors, the children go to the school cafeteria to eat breakfast and lunch. The afternoon snack is provided by Head Start and the children eat the snack in their classrooms. Food items were stored according to NHSPS guidelines. Thermometers were in the refrigerator/freezer units. Menus were posted. Food allergies are posted on the refrigerator.

Program HEALTH AND SAFETY:

Medicines are stored in a locked box in the kitchen. Staff are aware that medications must be stored in original containers with physician/pharmacist directions and label intact.

The classroom has a first aid kit and fanny pack to take outdoors. It is kept in a high cabinet inaccessible to the children. I sent Lisa, the former On Site Supervisor the IDPH first aid kit checklist via email in 2018. When taken outdoors it should be kept inaccessible. We discussed this year that kits should be labeled. The staff agreed to label all kits.

This is an all-electric building that does not use any gas, therefore no fuel burning appliance inspection is required. I observed both furnaces which are each in a closet. The closets were free from other materials or debris. Radon testing is typically conducted annually. All results I observed in years past were under recommendations of 4 pCi/L. This testing is required every two years. It is recommended the testing be done during the winter months when the ground is frozen. It is currently overdue. A UL approved plug in carbon monoxide detector is located in the office. We discussed that these units have expiration dates. Last year OSS Ingram purchased a new unit for the building.

We reviewed safety regulations and practice in relation to rule. Staff maintain a ratio of at least 1 staff to 8 children since 3 year old children make up the majority of the program.

The center capacity can serve up to 20 children at one time. Children have more than enough square feet to meet capacity regulations (35 square useable feet per child).

Rules requiring 1 restroom for every 15 children are met.

Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:
a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
(2) A communicable disease or other health concern that could pose a threat to the health, safety, or wellbeing of the children.
b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B
(2) Complete Form 470-0643, Request for Child Abuse Information.
(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitute's responsibilities as a mandatory reporter. Any visitors to the Center shall complete the tasks above.

All program staff are over 18 years of age.

Fire and tornado drills are conducted each month and are documented.

The program contains no pets or plants.

We reviewed sanitation regulations and practice in relation to rule. Fresh bottles of bleach and water are mixed daily. Hand-washing practices follow Head Start guidelines. Food waste containers were covered.

Program OUTDOOR PLAY AREA:

Head Start uses the school playground. An area is gated off that is just for the Head Start children to use. The climbing structure in the area is appropriate for the preschool age group. This playground structure is an extremely large and elaborate climbing structure that was built by the community. Head Start conducts daily inspections of the area and documents it. The program may also access a fenced in concrete area directly behind the building. Gaps in both outdoor play areas should be corrected so that they are not possible entrapment hazards. In the wooden section of the outdoor play area connected play structures have numerous blind spots where it would be difficult for staff to properly supervise children. Areas in the wooden play structures that had gaps have now been covered. Screws on the fence should be cut so that no more than 2 thread bolts are present. These could be potential impalement hazards. Children are not allowed to utilize these areas where supervision cannot be present. The fence around the concrete area should be corrected where potential

entrapment hazards are present.

The program consults the Child Care Weather Watch when outdoor play is questionable due to weather conditions. Monthly playground inspections are present. These are sent in to the Chariton office as well.

Program TRANSPORTATION/FIELD TRIPS:

Families residing in town are responsible for providing their own transportation to and from Head Start. Children who live out of town in the country ride the same school bus with the elementary children.

Walking field trips are taken around the neighborhood. Emergency information would go with them on these field trips and field trip ratio is followed.

On each field trip a first aid kit with emergency contact information is taken along.

Program ADMINISTRATIVE RECORDS:

The room had emergency evacuation diagrams posted. 911 and Poison Control are posted by the phones. Also observed was the license certificate, licensing consultant contact information, mandatory reporter notice, and no smoking signage. In the past I've observed exposure notices posted.

Child files are reviewed annually including emergency information and current physicals, immunizations, dental and medical information, pick up authorizations, field trip authorizations and emergency contact information were present. Parents fill out all new paperwork each year. Child information is present in Child Plus.

Staff files are housed in the administrative office in Chariton and are reviewed annually. Staff records were provided to DHS on 11/8/22 by Lori Ferris, Director, SCICAP Main Office (Chariton). It should be noted that SCICAP has a history of keeping excellent records and staff are typically up to date and even exceeding training expectations. This is duly noted. On file are criminal record checks, fingerprint documentation, documentation, and training certificates.

Written policies and procedures are reviewed with all staff annually. Each site conducts their own review of their specific emergency policies and procedures Emergency Preparedness Plan. Staff have not completed this training yet this year. They should sign and date acknowledgement of such once completed.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

This continues to be a solid and strong program that provides quality care to the children and families they serve.

This site is NAEYC accredited.

This site has a level 4 from the voluntary QRS program. The highest level possible is a 5.

Head Start staff conduct two home visits and two conferences during the year.

Routines and transition times are neat and orderly.

Ratio is excellent at this site.

We discussed Workforce stability and retention as well as staff/child interactions. I observed staff and children engaged in conversation and routines.

The Director stated, "As the director I ensure positive social interactions by observing the staff and I model the appropriate behavior that I want to see. I also do evaluations on the staff to ensure proper care. The staff and children read together and sing together. We interact during meal times. We are always role modeling the appropriate behavior. We have people come from central office that come and do observations to make sure that we are doing what we are suppose to. We have a class observation come and it focuses on positive interactions between staff and children.

We advertise by using the newspaper and social media. We also use community resources to help get the word out. As a director I make sure my staff is treated fairly. We are a team that works positively together. Work to make sure everyone

feels include and knows that their role is important.

Different activities that we do the children learn from all areas. The children's progress shows us how well we have worked with the children. We have fun engaging hands on activities for the children. When a parent compliments the center I make sure everyone is getting credit for the compliment because we work together as a team."

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

1. 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. The fire inspection was overdue the date of the visit. Fire and tornado drills should be conducted and documented monthly. On 12/14/22 I spoke with new OSS Christina and she stated drills were missed in September and October but had resumed in November.. She agreed to ensure this continued. Each site conducts their own review of their specific emergency policies and procedures Emergency Preparedness Plan. Staff have not completed this training yet this year. They should sign and date acknowledgement of such once completed. On 12/14/22 I spoke with new OSS Christina and she agreed to ensure this occurred.

2. 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. Becky Hysell FSW for the program agreed to obtain updated radon testing. On 12/14/22 I spoke with new OSS Christina and she stated the test would have to be resubmitted due to an error occurring on the test they sent last month. She agreed to ensure this occurred.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

The center is aware they may access CCNC and CCR&R Consultant on a consistent basis.

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period.

DHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website for more information. http://idph.iowa.gov/hcci/consultants

DHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the DHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website for more information: http://www.iowaccrr.org

*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.