

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

Name of Center: Woodbine Latchkey Program **Enrollment:** 45 **License ID No. (Reapplications)** 14176

Street: 501 Weare Street **City:** Woodbine **Iowa Zip** 51579 **County:** Harrison

Mailing Address: 501 Weare Street, Woodbine, IA, 51579

Director's Name: Faith Shamblin **Phone Number:** 712-647-2440

On-Site Supervisor(s): **E-Mail:** fshamblin@woodbine.k12.ia.us

Date(s) of Visit: 11-28-2018

Licensing Visit X **Unannounced Visit** X **Off Year Visit** **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: 11-30-2017

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accreditation: Accredited NAEYC NSACA Other X NA

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

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	<i>Year-round</i>		<i>School-Year</i>	<i>Summer Only</i>	
LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			20	30	50
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 12-01-2017 to 12-01-2019
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans

Date: 12-05-2018

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year licensing visit was made to Woodbine Latch Key on 11-28-2018. Woodbine Latch Key is located in the Woodbine Community School building. The center provides child care to preschool and school age children Monday through Friday. 6:00 am to 6:00 pm. Full day child care is offered for in-service days, professional development days, holiday breaks and during the summer.

Faith Shamblin is the director, she is also the preschool teacher. She will graduate in December 2018 with her Associates Degree in Early Childhood Development from Iowa Western Community College.

There are forty five children enrolled. I met with the director Faith Shamblin during my off year licensing visit.

Observation of rooms:

The preschool program is called Tiger Tots - there are two program rooms. These rooms are located across the hall from the latch key program.

The latch key room looked nice and has a fun variety of age and developmentally appropriate toys and equipment. The Tiger Tots rooms have too much clutter - especially the activity/napping room. The room looks very unorganized and messy. Please clean the room and organize or remove all of the clutter. Please remove the plastic bags and have staff place their personal belongings out of the reach of the children as this is a health and safety hazard. There is a fun variety of age and developmentally appropriate equipment in the Tiger Tots room. The preschool age children are combined with the latch key program for a period of time in the morning and in the afternoon. There is a morning and afternoon preschool session, and no preschool sessions are held on Fridays.

Please develop lesson plans with activities.

The restrooms are located in the Tiger Tots room and in the hall way. The school age children were in school at the time of my off year licensing visit. Please post the daily schedules for each room. Both programs need lesson plans/activities. Please begin developing lesson plans/activities immediately. You can research lesson planning and activities, and you can also consult with your Child Care Resource and Referral worker.

Fifteen children were present, they were involved in activities and having snack time. Staff had good interactions with the children, they were positive and nurturing.

The Tiger Tots program has a hedge hog for a room pet.

Nutrition:

The program provides the daily snack. Lunch is prepared by the school. During the summer the children bring a sack lunch. Make sure you refrigerate the children's sack lunches.

Health and safety:

Radon testing was done in 10-2017 with a test result of 0.0 pCi/L. Next time you do radon testing please test each program room. Radon testing is required every two years. (Test scores must be under a 4.0 pCi/L, if test results are higher your would need to contact the Iowa Department of Public Health for information on re testing, mitigation etc.)

An annual fuel burning inspection (boiler inspection) was done in July 2018.

Fire and tornado drills are haven't been practiced on a regular basis as several months weren't documented. You must practiced and document monthly fire/tornado drills. Please make this correction immediately.

If children are prescribed medication you must follow proper medication management procedures and complete the medication log.

First aid kits were properly stocked.

The center uses Sol-u-guard (Melalauca product) for sanitizing, Faith reported this product was approved by the nurse consultant.

Please review your emergency plans and procedures.

Playground:

The school playground is used for the programs. You need to practice and document monthly playground inspections. Faith reported that the playground needs more rubber mulch surfacing.

Transportation:

Some children ride the school bus.

Administrative records:

The center is renewing their Quality Rating System (QRS) They were a level IV and are applying for a level V. They will be having their QRS visit in December 2018.

Staff meetings are held and the director talks with staff on a daily basis. Most of the staff are Para's for the school.

An updated child care consultant posting was emailed to Faith Shamblin on 12-5-2018.

Please make sure all staff and child files meet the DHS requirements.

Tiger Tots has two staff and latch key has six staff.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center participates in the Quality Rating System (QRS) and are a level IV and are reapplying for a level V.

New in 2017/2018

The center receives grants for new equipment and toys.

The center will be applying for the federal food program.

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

109.4(2)c: Curriculum or program structure developmentally appropriate and activities designed to the developmental level/needs of children served. Please begin developing lesson plans/activities immediately for both programs. You can research lesson planning and activities, and you can also consult with your Child Care Resource and Referral worker. If the teachers in the program rooms are responsible for developing their own lesson plans/activities you will need to review them on an ongoing basis.

109.4(3)b: Postings are required for: Mandatory reporter requirements. Notice of availability of handbook. Program activities. These shall be posted in area frequented by parents or public. Program rooms must have the daily schedule posted.

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. Fire and tornado drills are haven't been practiced on a regular basis as several months weren't documented. You must practiced and document monthly fire/tornado drills. Please make this correction immediately.

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 Tiger Tots rooms have too much clutter - especially the activity/napping room. The room looks very unorganized and messy. Please clean the room and organize or remove all of the clutter. Please remove the plastic bags and have staff place their personal belongings out of the reach of the children as this is a health and safety hazard.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.

You need to practice and document monthly playground inspections. Faith reported that the playground needs more rubber mulch surfacing.

Please send me an email by December 20, 2018 and let me know how the items listed above have been corrected. Please call me if you have questions.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 12-1-2017 to 12-1-2019.
Off year licensing visit 11-28-2018.

Please send me an email by December 20, 2018 and let me know how the items listed under the aspects of operation that fall below the standards reviewed have been corrected. Please call me if you have questions.

*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.