Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Cambridge Little Achievers Center

Provider No.: 52065

Address: 2092 Libertyville RD, Fairfield, IA, 52556

County: Jefferson

Director's Name: Tiffany Finch

On-Site Supervisor: Nicole Roulet

Phone Number: 6412098222

E-Mail: cambridgelittleachievers@gmail.com

HHS Visit Date: 01/08/2026

Licensing Period: 01/01/2025 to 01/01/2027

Fire Inspection:

Date Inspected: 02/21/2024

Comments: due every 3 years, performed by State Fire Marshal

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 2

- [ ] Accrediation

Program Duration:

- [X] Year-Round
- [ ] School Year
- [ ] Summer Only

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:00 AM to 6:00 PM		
Tuesday	6:00 AM to 6:00 PM		
Wednesday	6:00 AM to 6:00 PM		
Thursday	6:00 AM to 6:00 PM		
Friday	6:00 AM to 6:00 PM		
Saturday			

Program Population Served:

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	48	24	68	45	185
Summer					0

1. Basic Overview

Cambridge Little Achievers Center is a newly constructed one story specifically constructed for childcare. Cambridge Little Achievers Center opened in January 2023 to provide childcare for up to 185 children from infants to 12 years old. The facility is located on the edge of Fairfield, near the hospital. Cambridge Little Achievers Center is an independent 501(c)(3) non-profit corporation, and partnered with over 40 businesses, organizations and individuals. This year the unannounced licensing visit was made on 1/8/26. I met with both the Director and OSS.

The facility consists of a full kitchen, a laundry room, staff break room, offices, several classrooms, and a large outdoor play area divided into sections.

The mission of Cambridge Little Achievers is to instill, encourage, and further a love of learning while providing a safe and nurturing environment that promotes the social, emotional, physical, and cognitive development of the child.

Tiffany Finch is the program Director. Ms. Finch previously served as a Center Director in Baxter, Iowa, for the Baxter Early Learning Center, as well as On Site Supervisor at Cardinal Head Start in rural Eldon. Nicole Roulet is the On Site Supervisor (2024). OSS Roulet has been employed at the center since 2023. She was an in home provider prior to her employment with CLAC. She earned an Early Childhood Associate degree in 2007 and a Child Care Technician (Associate).

At the time of the visit, staff were actively engaged in providing the child care program to the children. All program areas were observed during the visit. The center designated several "on call managers" to serve as designated person in charge if the OSS and or Director are not able to be present.

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The visit consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Center Nutrition Practices Observed:

Meals are served family style in the classrooms and posted menus indicate that minimum nutritional requirements are met. The kitchen contains new equipment, sufficient storage for center food, and sufficient dish washing capacity to accommodate a center of this size. The center participates in CACFP. Menus are in Brightwheel. These menus should be posted in the center. If each room serves different snacks this should be added to the menu. They are also posted on the center website. Food storage was adequate. No outdated food items were present and no food was stored on the floor. The kitchen was clean.

The center administration team manage the kitchen and nutrition for the center. Breakfast, lunch and two snacks are served during the day. If children are present at the end of the day a 3rd snack will be served if the child's last snack was 2-3 hours earlier.

Food allergies are posted in the kitchen so dietary staff are aware of menus and special dietary needs. Allergy/asthma or other health action plans should be in each room where a child has a special health need.

Center Health and Safety:

The building is 14,000 square feet, which is enough space to house up to 185 children. Capacity is followed for each room, allowing each child to have at least 35 square feet each.

The center is divided into six groups, and is supervised by staff trained especially for that age range: infant; 1-year-olds; 2-year-olds; 3-year-olds; 4-year-olds; and school age children ages 5-12.

The program is partnering with Fairfield High School and Indian Hills Community College to bring in high school and college students to work at the center. All volunteers will be at least 16 years of age and will sign a volunteer form and have the following in place before interacting with children:

(1) Have signed statements indicating no conviction of any law in any state or record of founded child or dependent adult abuse.
(2) Signed statements indicating no communicable disease or other health concerns that poses a threat to children.
(3) Signed statement indicating they have been informed of responsibilities as mandatory reporters.

They will undergo record check process if:
(1) It is included in meeting the required child/staff ratio.
(2) Has direct responsibility for a child or children.
(3) Has access to child or children when no other staff is present.

Prescription and non-prescription medication should be administered in accordance with licensing regulations, physician directions, and parental consent. Center compliance regarding staff and child hand washing, storage and maintenance of a first aid kit, emergency plans and drills for fire and tornado, environmental testing and the maintenance of any necessary detection equipment, and general regulations regarding safety and sanitation policies and procedures were reviewed. Tornado and fire drill documentation is reviewed annually. A lead-based paint assessment is not required for buildings constructed after 1971. Water analysis is not required.

If staff are supervising children with special health needs of any sort, or allergies, they should be trained on the child's allergy action plan or health care plan. This has been discussed since inception. Also discussed the past three years- all children with allergies should have allergy action plans signed by a physician and the parent on file. The plans should be in the room the child is receiving care so staff know how to properly respond in an emergency. CCNC Lauderman assisted with allergy action plans and other health care plans the past 3 years. HHS discussed that all staff caring for the child with special needs should be trained on special health care plans or allergy action plans, that the plans and the medications should follow the child room to room indoors and outdoors. In 2023 the program the program stated, " If the child starts in one room but then gets moved to another room, the sign will move with the child and be posted on the cupboard. Signs will be

made for all children with allergies to go with the child and will be moved with the child if they are moved to a different room for the day."

Positioning of staff so that staff can see all children under their care at all times is practiced. The Director has discussed supervision requirements with staff indicating staff must know the names and number of children assigned to their care. I discussed this with the administration team noting the importance of face to name supervision. The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. Administration understands practices must be in place and implemented daily.

All centers shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. Carbon monoxide detectors are plug in and placed at opposite ends of the building. The Director reported the following via email on 2/27/23, "Carbon Monoxide detectors were put in place January 23rd, then checked on February 27th. Radon tests are complete, all tests came back as within average indoor radon level and results kept in DHS Binder. All units/appliances were inspected prior to opening." Updated radon testing is due every five years.

CCNCs conducted a Health and Safety audit in 2023. Children were spaced too close together in one room. We discussed this.

Center Playground:

The center has a fenced and shaded outdoor play area immediately behind the center. The Childcare Outdoor Weather Watch is consulted when outdoor play is questionable due to varying weather conditions. Playground inspections will be conducted monthly. Each child has at least 75 square feet of space when outdoors. The outdoor play area will be inspected monthly to ensure no potential tripping hazards or other safety hazards exist. One area of turf is coming up. Areas of the fence that may become loose or gates that are settling will be monitored so that gaps between 3.5-9 inches are not potential entrapment hazards. A first aid kit is taken outdoors along with emergency medication.

The center has playground equipment in three distinct areas reserved for children of different ages, one for infants, another for toddlers and the third for children ages 5 and above. Ratios for each age group regarding mixing of ages should be followed at all times. Capacity for each play space should be followed at all times.

Children should be taken outdoors if the Childcare Weather Watch deems outdoor play is appropriate.

Center Transportation Arrangements/Field Trips:

If field trips are taken in the future children will have field trip authorizations signed. Emergency contacts and a first aid kit will be taken on each trip. They currently are not providing transportation. If field trips are taken in the future ratio for field trips must be followed.

Center Administrative Records:

Child misbehavior is addressed by redirection, and positive reinforcement of appropriate behavior. The center is in compliance with regulations regarding required notices and postings and required written policies provided to parents in the form of a parent handbook. The program utilizes Brightwheel to communicate with parents throughout the day regarding menus, activities, etc..

Staff and child records were examined during this inspection. They are reviewed annually. Child files include updated physicals and immunization, emergency contacts, dental and medical information and pick up authorizations updated annually. Staff files contain professional development hours, CPR/First Aid training, MR training, Universal Precautions an approved physical, SING checks and fingerprint results. Any hits on SING checks or Fingerprints must be evaluated by the HHS Record Check Team. This center employs approximately forty staff.

The center has a specific Emergency Preparedness plan for this building. It will be reviewed annually with staff, and they sign and date acknowledgement of such. The Director indicated staff sign the individual plans for their rooms and the EPP is contained in the room where the staff is working.

The center reports consistently utilizing curriculum expectations, organizational tools, documentation in classrooms and for

administrative duties and cleanliness.
The center utilizes Creative Curriculum and PBIS. Jackie recently provided mental health to the infants/one year old room. She also provides mental health consultation to staff. The preschool teacher holds a MA in Curriculum. The program participates with Ages and Stages 3 Questionnaire Screening Tool. The program participates with Ages and Stages Social and Emotional Questionnaire Screening Tool as well. The rooms include age-appropriate books and educational materials covering geography, anatomy, science, literature and art. AEA also visits the center to provide services.

2. Identify Observed Strengths of the program

The program participates in the I Smile Program. Free tooth brushes and tooth paste are provided to the children as well as free dental screenings.

The center building is new and has all new equipment indoors and outdoors.

The Cambridge Little Achievers Center has a five-member board of directors.

3 Year old Preschool grants are available for incomes reaching up to 300% of poverty level, up to $180 - $200 per month grant.

Cambridge Little Achievers Center offers to employees:

Vacation time
Paid holidays
Flexible schedules
No late nights
No weekends
Discounted child care for employees
Working in the same center as your children
Free breakfast, lunch, and snacks
Attendance bonus
Early Childhood College assistance (90% covered)
Bonuses (the amount of the annual bonus is based on education). Great news, we are willing to partner with you to continue your education to receive bigger bonuses!
Early Childhood College assistance (90% covered, including books and a technology bonus)
Employee mentor program

The program participates in TEACH and WAGES.

3. Identify the aspects that fall below the standard

1. Fourteen staff need updated SING checks. Staff without SING checks may not return to work. The Director states this is now corrected 1/14/26
2. Two staff need fingerprint results. Any staff on hits with either SING checks or Fingerprint results must submit a record check evaluation to HHS. Staff without fingerprints sent off may not return to work. Any staff with hits on their record not approved by HHS Record Check Evaluation team may not return to work. 1/14/26 the Director stated all fingerprints have been taken. CORRECTED The staff with hits on her record must still have an evaluation.
3. Twenty one staff need updated physicals. At least eight staff are behind on Professional Development requirements. This does not take into account CPR/Frist Aid or Mandatory Reporter training. Some of these certificates were not yet uploaded into IPOWER. The Director will develop staff training plans to ensure all requirements are completed.
4. Eleven children need updated physicals. One plan needs a physician signature. The On Site Supervisor is working with parents to get updated physicals and a physician signature.

On 1/14/26 Director Finch provided the following update: All SING checks have been completed, I did end up locating 5

SING checks that were done last January...=-) I scanned all of them into this email. I-Power staffing is updated. The only thing not updated is CPR certifications. I also have 12 staff that will be renewed or certified January 19th. Fingerprints have also been completed.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

The Director and OSS agreed to meet with CCR&R Consultant Malia Love regarding SING checks, fingerprints, record check evaluations and staff physicals and training if they need guidance. However, the Director already has a plan and has corrected Iowa and Federal background checks. She is capable of completing other staff file requirements but can reach out to Malia with questions. They agreed to invite Malia into the classrooms to conduct observations. They agreed to meet with CCNC Mandi Lauderman regarding health care plans, child physicals and other health and safety related concerns.

5. Special Notes/Recommendations

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to correct deficiencies and continue compliance throughout the year. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

IHHS recommends Director Finch continue contact Child Care Resource & Referral so Consultant Love may assist with the continued future compliance. IDPH Child Care Nurse Consultants Mandi Lauderman or Tammy Merrill are also available for consultation in health and safety matters.

IHHS recommends the center consult with Child Care Resource and Referral on a continual basis. They offer centers assistance with meeting the HHS 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/who_we_are/region_5. Consultant Love reports she visits the center regularly. She provided the following the past year:

2/13/24-Spoke about ratios, playground rules and taking children to the grassy area outside of the fence. Let her know you and I had spoken and that they would want to maintain active supervision.

5/2/24- Provided director Tiffany Finch with community contact resources.

5/14/2024- Spoke with the director about state rules around accepting children with serve disabilities and what that would mean and look like for staff. We discussed training for staff around special needs care and what that might mean budget wise should they need a 1:1

5/28/2024-I met with the director and we discussed Family and Community Partnership options for IQ4K as well as her training plan for staff going forward before the reimbursement money is gone. I followed up our visit with an email with different supervision training links and resources for her to give to staff.

7/9/2024-Discussed options and availability for ASQ training

7/16/2024- Went through i-Power with the director and cleaned up staff profiles. Discussed staff training and IQ4K. Followed up with an email with all the staff PD reports we had gone over.

9/9/2024-Discussed new OSS with director after the previous one had left. Also let the director know which staff were showing inactivated in i-Power.

9/24/2024-I met with the director and we went through i-Power and updated her staff as well as filling out a new classroom breakdown. We discussed some options for training for newer staff.

10/11/2024-Provided director with examples of Family Surveys

10/22/2024-Disucssed challenging behaviors. I had us set up a visit with the Region 5 Behavior Support specialist and

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myself with the program

11/5/2024- The behavioral support specialist Tricia Shannon, for region 5 and myself met with the director to discuss supports and options for behavior concerns as well as ways to work with parents to address concerns. We discussed updating behavior policies. I followed up with examples and resources for behavior policies and strategies.

1/8/2025-Went over staff PD with director, cleaned up i-Power profiles for staff and got staff linked up with correct roles. Provided staff PD hours in a document.

1/29/2025- Went over IQ4K items as well as staff training hours and what was needed for PD. Noted some staff did not have HHS trainings and would need to complete those.

IHHS encourages you to contact your local nurse consultant with IDPH on a continual basis. Child Care Nurse Consultants work with childcare and early education businesses. Businesses may call or send questions to a childcare nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Consultant Love met with the program administration prior to opening and then again after opening in February assisting with IPOWER. She met with them a third time in later February to address issues noted above. HHS also spoke with Child Care Nurse Consultant Lauderman on 2/23/23 regarding Safe Sleep and ratio issues. She indicated she had conducted a medication administration class with staff recently. She agreed to follow up with Safe Sleep and ratio concerns. CCNC's report they visit the center at least monthly and have addressed Safe Sleep, medications, health care and allergy action plans in 2024.

CCNC Tammy Merrill provided the following services this past year: Cambridge-
1/3/24 Visit and provided education on headlice.
1/26/24 Taught Back to Sleep Tummy to Play to 9 employees.
2/7/24 Handwashing with 16 children and 4 adults.
2/12/24 Handwashing with 7 children and 1 adult.
5/22/24 Gave information on how to get services for autistic children.
10/8/24 Provided education on playground supervision.
1/23/24 Performed medication test out on 2 employees.

Date: 01/14/2026

HHS Licensing Consultant: Jill Seibert

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.