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

Name of Center: Wickman Annex **Enrollment:** 20 **License ID No. (Reapplications)** 51686

Street: 1100 Maple ST **City:** Atlantic Iowa **Zip** 50022 **County:** Cass

Mailing Address: 1100 Maple ST, Atlantic, IA, 50022

Director's Name: Diana Williams **Phone Number:** 712-243-3934

On-Site Supervisor(s): **E-Mail:** dwilliams@wickmandaycare.com

Date(s) of Visit: 04-03-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 12-15-2021

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

Date Inspected: 12-10-2021

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

Get-Well Evening Care 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			30		30
Summer					0

QRS Rating: N/A

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

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 04-06-2023

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 Wickman Annex on 4-3-2023, the program is located in the Nishna Valley YMCA in Atlantic, Iowa. The center opened on January 3rd, 2022. The center provides wrap around child care to preschool age children Monday - Friday 5:30 am to 6:00 pm.
Diana Williams is the director of the Wickman Annex as well as the Ann W. Wickman Child Development Center, she has a Bachelor's Degree in Early Childhood Education Administration. There are 20 children enrolled.
I met with Holly Hoepner, she is the lead teacher.

Observation of room:
Your program room looks great and is arranged into fun activity centers. The center has a wonderful selection of age and developmentally appropriate toys and equipment. The center also uses a racquetball court next to the program room and also uses they YMCA gym and another play area.
Twenty children and three staff were present during my licensing visit, the children were eating lunch. Staff were attentive to the needs of the children.
A daily scheduled needs to be posted. The staff didn't have lesson plans/activities prepared. Please make sure you have written lesson plans/activities.
Cots are used for nap time, three cots needed covered. Holly reported that she has requested more sheets. The center washes the blankets and cot sheets at least weekly.
Please move the filing cabinet and other items i.e. fan from the bathroom as this isn't sanitary. Please don't use the bathroom as storage.
I understand this was an unusual day as you were waiting for children to arrive from preschool who were running late due to being on a field trip. Many children were sitting at the table waiting for a long period of time for the preschool children to arrive before they were served lunch. Instead of having children wait at the table for such a long period of time to eat, I would recommend that they participate in an activity or serve them lunch before the other children arrive.

Nutrition:
Ann W. Wickman provides the daily lunch and the center provides breakfast and snacks. Please place a thermometer in the freezer. Menus were posted.

Health and safety:
Radon testing is needed. It was reported that the building has all electric appliances, therefore your center doesn't require an annual fuel burning inspection.
Make sure your monthly fire/tornado drills are practiced and documented.
The center will follow the medication management procedures when a child is prescribed medication.
Staff were aware of emergency policies and procedures but were unable to locate them and weren't sure what they were.

Playground:
Jack and Jill preschool completes the monthly playground inspections. The program uses a shared playground space.

Transportation:
The center doesn't provide transportation services.

Administrative files:
Child files were reviewed and were incomplete. Files were needing complete emergency medical contact information for the doctor and the dentist - the name and phone number are required. Files were missing current physicals. Please review all child files and have them updated immediately.
Staff files are at the Ann W. Wickman site. Please maintain staff files on site and make sure they have the DHS required information.
You need an on-site supervisor present that is knowledgeable of DHS licensing. Please send me the on-site supervisor qualifications worksheet for the person determined to be the on-site supervisor.
It is felt that the program needs more supervision from the director and the program needs a knowledgeable on-site supervisor. Please have monthly staff meeting. Diana please work with staff at the Wickman Annex site on child and staff file requirements, daily schedule, preparing lesson plans/activities, emergency policies/procedures, licensing regulations etc.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Wickman Annex is in a great facility that offers a variety of experiences - the program room, gym, play area, racquetball court, nature playground and swimming. It is a wonderful resource for the community. Staff had good interactions with the children, they were very positive.
Diana Williams is the director, she is very creative, organized and will provide ongoing guidance and training to the staff.

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

REPEAT VIOLATION - 109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center’s care.
Child files were reviewed and were incomplete. Files were needing complete emergency medical contact information for the doctor and the dentist - the name and phone number are required. Please review all child files and have them updated immediately.

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.
Child files were reviewed and were incomplete. Files were missing current physicals. Please review all child files and have them updated immediately.

109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children.Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards.If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with functional or access needs.
Staff were aware of emergency policies and procedures but were unable to locate them and weren't sure what they were. Please give the program a copy of the emergency policies and procedures, review procedures with all staff.

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.
Radon testing is needed.
REPEAT VIOLATION - 109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.
A daily scheduled needed to be posted. The staff didn't have lesson plans/activities prepared. Please make sure you have written lesson plans/activities.

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.
Additional concerns: Three cots needed covered. Holly stated that she has requested move cot sheets.

Please send me an email by April 27, 2023 and let me know how the items listed above have been corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for Wickman Annex from 1-1-2022 to 1-1-2024.
Off year licensing visit 4-3-2023.

I talked with the director, Diana Williams on 4-5-2023 and reviewed the noncompliance areas. Diana will be working on naming someone as the on-site supervisor. Diana will be spending more time at the Wickman Annex and will be training the staff on a variety of areas i.e. licensing rules, staff and child files, lesson plans/activities, daily schedule, finding a storage area for the program etc.

Please send me an email by April 27, 2023 and let me know how the noncompliance items have been corrected.

*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.