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

Name of Center: HACAP Head Start-Manchester **Enrollment:** 16 **License ID No. (Reapplications)** 51199

Street: 408 E Clara St **City:** Manchester Iowa **Zip** 52057 **County:** Delaware

Mailing Address: PO Box 490, Hiawatha, IA, 52233

Director's Name: Amy Knockel **Phone Number:** 563-927-3515

On-Site Supervisor(s): Karol Hoeger; Julie Thomas **E-Mail:** AKnockel@hacap.org cregan@HACAP.ORG

Date(s) of Visit: 04-24-2024

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

LICENSING VISITS

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

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

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

Date Inspected: 07-13-2023

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			20		20
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 11-01-2024 to 11-08-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Amy Lyons **Date:** 05-10-2024

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

Not applicable.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

HACAP Head Start (HHS) – Manchester has been in operations for many years. On 8/30/2023, HHS - Manchester relocated to their current location in a refurbished building adjacent Lambert Elementary School on the West Delaware Community School District property. The program serves a combined-age group of children age 3, 4, and 5-years-old. Current enrollment is 16.

Multi-site HHS early childhood program executive director is Christi Regan. Ms. Regan has a BA degree in elementary education with early childhood reading, has been employed with head start for over 20 years, and continues to participate in much child development related training. HHS - Manchester specific director is Amy Knockel. Ms. Knockel is a multi-site director who has been in this position since June 2023. Ms. Knockel has a BA degree in elementary education, has been with head start for several years, and continues to participate in much child development related training. HHS - Manchester's on-site supervisors are Karol Hoeger and Julie Thomas. Ms. Hoeger and Thomas have been employed with head start for over 20 years and continues to participate in much child development related training.

On 5/24/2024, program space was observed.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

HACAP is a community action agency currently providing head start services throughout 9 Iowa counites. HACAP began in 1968 serving families in Johnson, Jones, and Linn Counties. From 1973-1981, HACAP expanded to provide services in Benton, Iowa, and Washington Counties. Then, in fall of 2020, HACAP again expanded to provide services in Delaware, Dubuque, and Jackson Counties. Specifically, HHS - Manchester is located in a predominately rural community and has been operating for several years undergoing past ownership changes and relocations.

HACAP's mission and goal is "...helping people develop skills to become successful and build strong communities..." and "...to bring about a greater degree of social competence in the young children..." HHS has community support and operates under a Board of Directors. HHS has the following website for families and the community to learn more about the program: http://www.hacap.org.

HHS locations have a history of participation in quality initiatives including QRS/IQ4K, national accreditation, and local quality initiatives.

Executive management of HHS has remained consistent. This program's management team (e.g. Ms. Regan, Ms. Knockel, Ms. Hoeger, Ms. Thomas) has systems of organization in place to help ensure administrative items are completed as required and maintained in a confidential manner. Management is knowledgeable of licensing guidelines as well as their own program's policies and procedures.

HHS - Manchester continues to have seasoned staff. The assistant staff reported celebrating 13 years with head start. All staff have at least a CDA and/or are working towards a CDA. Many staff have advanced degrees in education and early

childhood development. Documentation indicates that employees often complete annual professional growth training that exceeds Iowa Code requirements.

HHS has a Parent Committee, Policy Council, and bilingual family support workers. There are parent boards with required postings, community resources, and program reminders. There are additional posting areas for community resources in the area of nutrition, upcoming area events, skill building, and community involvement opportunities. Family involvement is highly encouraged including participation in the HHS Parent Committee, family/program conferences and family events.

HHS - Manchester is currently located in a refurbished building within the West Delaware Community School District . The parking lot for families and visitors is friendly. The building is inviting. Staff continue to familiarize themselves with the space and to arrange the classroom in a manner that provides the most successful learning environment. HHS - Manchester, including the HHS maintenance team, has a collaborative partnership with the school district. The program's building and grounds are well maintained. School custodial staff, school administration, school nurse, and school food service personnel help ensure the children's space is sanitary and hazard free each day. HHS - Manchester completes a monthly facility checklist. Food for HHS - Manchester is prepared and transported from the West Delaware Community High School. The school kitchen is inspected at least annually by the health department. Staff discussed their strong partnership with the school district especially given this school-year's relocation.

HHS does participate in an annual shutdown week in order to prepare for each new academic year. Creative Curriculum is the primary curriculum with goals to move online for enhancing teaching strategies and project approach.

HHS programs have emergency plans, policies, and procedures in place which are annually reviewed and updated as needed. HHS sites have successfully navigated through various County flooding events, 2019 winter Polar Vortex, 2019 health (covid-19) pandemic, 8/10/20 Derecho Storm, 2021 food supply issues, 2022 infant formula shortages and 2023 air quality alerts.

Each child is engaged in a daily health check upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. The program has policies and procedures in place for hand washing, diapering, cleaning, sanitizing and disinfecting. Cleaning checklists and daily sanitation reminders were observed to be posted in various areas of the center.

On the day of the monitoring visit, staff were nurturing and attentive to the child's needs. Lunch time rituals and preparations for early program release were observed to be well-underway. Staff were overheard providing the child with many words of encouragement and engaging the child in much meaningful discussion. Staff were observed greeting families arriving for pick-up and wishing families well as they transitioned from the day's program. The child responded well to staff and appeared to be truly enjoying the day.

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

None noted.

V. SPECIAL NOTES/RECOMMENDATIONS:

The sink basin in the female-child restroom is dilapidated with chipping porcelain. Remedy.

Please review rule 109.11(3)a(2) regarding outdoor play space. Since this is the first full school-year of program operations after relocating in fall 2023, some leeway regarding the outdoor play area has been allowed. While there is a designated fenced outdoor play space, neither an area of shade nor outdoor materials or storage for loose materials are available. The outdoor play area shall have shade installed and materials readily available for outdoor play effective with the start of the 2024-2025 school-year.

Licensing strongly supports installing a secure entry system (e.g. doorbell with camera system) as well as increasing staff's ability to communicate among themselves (e.g. walkie-talkies) when in separate areas of the building (e.g. classroom, hallway child restroom area, kitchenette/food prep area).

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A full license is issued. Thank you for the visit.

*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.