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

Name of Center: Hawkeye Child Development Center - ALC **Enrollment:** 46 **License ID No. (Reapplications)** 50443

Street: 120 Jefferson ST **City:** Waterloo Iowa **Zip** 50701 **County:** Black Hawk

Mailing Address: PO BOX 4090, Waterloo, IA, 50704

Director's Name: Sarah Errthum **Phone Number:** 319-296-4278

On-Site Supervisor(s): Sarah Errthum **E-Mail:** sarah.errthum@hawkeyecollege.edu

Date(s) of Visit: 03-14-2023

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** X **No** **NA** **Date Signed:**

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

Date Inspected: 10-22-2021

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

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	28	12	16	0	56
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 04-01-2023 to 04-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 03-28-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 03/14/23 I made an unannounced licensing visit to Hawkeye Child Development Center-ALC in downtown Waterloo. I met with Sarah Errthum, the director (childcare coordinator). Ms. Errthum has been with the center since they opened in January 2019. She became the director in February 2023. Prior to that she worked at the Hawkeye Child Development Center on the main campus. She has an AAS in early childhood and a BA in human services. Amanda Benson is the childcare assistant coordinator and is in charge when Ms. Errthum is unavailable. The center employs fifteen staff members.

Hawkeye Community College built a new childcare center in their newly built facility in downtown Waterloo. They were given permission to open at the new location on 01/14/19. The program operates 6:30 am until 6:30 pm Monday through Friday and serves infants through children five-years-old. There are currently 46 children enrolled. Community resources are available in the entrance for parents.

Hawkeye Child Development Center-ALC is a partnership between Hawkeye Community College and Exceptional Persons, Inc. (EPI). It is a non-profit organization.

The program operates out of four rooms. The rooms include Koalas (birth until 12 months), Monkeys (12-24 months), Hippos (two and three-year-old children) and Preschool. An inspection of each room was completed. Windows provide natural lighting in some rooms and artificial lighting is used in other rooms. The rooms are decorated with pictures of the children and their families, the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays were posted. There is an area for circle time. All rooms were within ratio during my visit.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, writing, math, science/discovery, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level, so they were easily accessible to the children.

The center uses the Active Learning Series Curriculum and a variety of resources to develop lesson plans. The preschool room has also used Jolly Phonics in the past, but the lead teacher just left. Each room completes the GOLD assessments and the Ages and Stages Questionnaire (ASQ) assessment tool. They also use the CDC Act Early assessment tool, which is an on-going assessment system to track their developmental milestones. Each teacher develops their own lesson plans. Activities are based on themes. Themes may last one or two weeks. Teachers have parent-teacher conferences twice each year for all the children and a conference when children transition to a new room. A permanent assessment portfolio will be kept for each child and passed to the next teacher when a child transitions.

The center uses ProCare in each room. They complete the daily sheets for the children under the age of two-years-old in ProCare, but also use the app to communicate with the parents in each room.

There was a phone in each classroom and emergency numbers were posted in every room except for the preschool room. Please post the numbers in this room. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits in the center. A daily schedule was posted, and lesson plans were available for review in each room.

I observed diaper change in the Monkey room and procedures were followed. I discussed diaper changes in the infant room. The staff member stated she was leaving the gloves on through the entire process. I informed her gloves are considered soiled and must be removed prior to putting on the new diaper and dressing the child. This was corrected. Handwashing and diaper changing procedures were posted near all the sinks and changing tables in the center.

Cribs are used to nap in the infant room and then children transition to mats. Mats are stored appropriately. Owlets are used on the children in the infant room.

I reviewed documentation of monthly fire and tornado drills. There was no documentation of fire or tornado drill conducted in 2023. Ms. Errthum took over the director role at the end of February 2023. She is aware that both drills must be practiced each month. I reviewed documentation of monthly playground inspections. A radon test was completed in November 2021 and must be repeated in two years. Results were within EPA guidelines. An annual fuel burning inspection is not necessary because the facility does not have any fuel burning appliances. A carbon monoxide detector is in the laundry room. Outlets were protected. The fire marshal inspection occurred on 10/22/21.

The program does participate in the Child and Adult Care Food Program (CACFP). The program serves breakfast, lunch and an afternoon snack. Breakfast and snacks are prepared by the center and lunch is prepared by Trio Community Meals and delivered to the center. Each room, besides the Hippo room, has a refrigerator and thermometers were present. The Hippo room has an upright freezer, and a thermometer was present. In the infant room, the program offers one kind of formula, or they will buy a specific brand with a note from the doctor. The parents can provide another formula if they desire. The center provides baby food, cereal and snacks. Feeding and changing schedules were posted in the infant room.

Each classroom has three sinks to wash their own dishes using the three-step method. The infant room has three sinks and a dishwasher available. The kitchen was observed to be clean and organized. There is a dishwasher and three sinks available to use the three-step method in the kitchen. Food items were stored according to NHSPS guidelines. There is a refrigerator and thermometers were present.

Bleach is used to sanitize the food tables and disinfect the changing tables.

The parent information is located inside the entrance. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

There is a fenced in playground area. Rubber tiles are used for surface cushioning. There is a piece of climbing equipment with slides and other activities. There is a shade shelter available.

Staff and children files were reviewed at the time of the licensing visit. I reviewed ten children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Three files did not provide any dental emergency contact information. Seven files did not provide any next of kin emergency contact information. Parents must provide at least one emergency contact with a phone number outside of the parents. Three files did not have permission to seek emergency care in case of accident or illness. There was one invalid immunization because it was not signed or dated by medical personnel. There was not a pattern of disregard so this will not be cited.

I reviewed five staff files. They were in great condition.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. However, the professional development plan was outdated. There are no longer full time and part time employees. All employees have the same training requirements. All new staff members must complete first-aid, CPR, universal precautions, mandatory reporter and Essentials training within 90 days of hire. Emergency Preparedness Plans have been completed.

Staff members were observed to have terrific interaction with the children. Staff members were patient and used positive redirection when necessary. Staff members removed toys to be sanitized when a child put them in their mouths. Staff members encouraged children to use their imaginations and provided them with praise. They sat on the floor with the children and were singing and dancing with the children. Child friendly music was playing in the rooms. Staff members were nurturing and provided a caring environment for the children.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program has a Quality Rating System (QRS) level of 4 that expires on 02/28/24.

Ms. Errthum states she is trying to increase the education of the staff members because that leads to better education of the children in the classroom.

Ms. Errthum states she would like to start doing observations in the classrooms and work with the staff members on what can be done better, point out their strengths, find out how she can help them and to find out what they can "celebrate".

Ms. Errthum is a very positive person who focuses on improvement and lifting staff members up. She has a great energy that she brings to the center. She states she is looking for ways to motivate and reward staff members.

Staff members received a two dollar an hour raise last year, and several are taking advantage of recruitment and retention bonus offered through the state.

They are lucky to have Penny Teisinger, the director of the Hawkeye Child Development Center located at the primary campus, and Mary Janssen, the representative from EPI as support systems. Both visit the center routinely.

The center has placed a spot to document the expiration date on the medication sheets, so they are discarded in a timely manner.

The center has moved registration paperwork online and made the enrollment process virtual and easier for parents.

The center completes parent surveys and they have received good results.

The program offers scholarships to families.

The hallways are decorated with pictures of the children and their artwork, which makes the facility inviting and child friendly.

The building has a secured entrance and there are cameras in the rooms and hallway that can record.

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

109.9(2)a: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care.
Number not in compliance: 7
Information lacking: Seven files did not provide any next of kin emergency contact information. Parents must provide at least one emergency contact with a phone number outside of the parents. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Three files did not provide any dental emergency contact information.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

*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.