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

Name of Center: NICAO Head Start-Floyd County **Enrollment:** 16 **License ID No. (Reapplications)** 33769

Street: 404 N Jackson St **City:** Charles City Iowa **Zip** 50616 **County:** Floyd

Mailing Address: PO Box 1627, Mason City, IA, 50401

Director's Name: Melissa Nelson **Phone Number:** 641-228-4515

On-Site Supervisor(s): Nicole Foster **E-Mail:** mnelson@nicao-online.org

Date(s) of Visit: 02-19-2019

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 11-30-2018

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

Date Inspected: 09-19-2017

Comments :

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

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

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

Get-Well Evening Care X 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	0	0	19	0	19
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2019 to 03-01-2021
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 02-26-2019

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 02/19/19 I made an unannounced licensing visit to NICAO-Floyd County Head Start in Charles City. I met with Nicole Foster, the on-site supervisor and lead teacher. Ms. Foster has been employed by the program since December 2010. Allison Hocking is the associate teacher in the class. Allyson Connerley is a substitute/floater that was assisting in the room during my visit. The program is in the process of hiring another assistant. I also met with Karen Krumwiede, the area manager for Head Start. Melissa Nelson is the director of the early childhood programs operated by the North Iowa Community Action Organization (NICAO). Their offices are located in Mason City.

The Head Start is located in the Family Resource Center. The building also houses TLC: The Learning Center child care center. The Head Start program operates Monday through Friday from 8:30 am until 2:30 pm. There are currently 16 children enrolled.

The program operates out of one classroom. An inspection of the room was completed. Windows provide natural lighting. The room is decorated with pictures of the children, 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 are posted. There is an area for circle time.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, Ipads, art, dramatic play, playdough, listening, 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.

There are two sinks in the classroom and two bathrooms that each has one toilet. Handwashing procedures were posted in both locations. Cots are used to nap.

The program uses the Creative Curriculum to develop lesson plans. They complete the GOLD assessments. The program uses Handwriting Without Tears. Activities are planned around units of study. Head Start uses the Positive Behavior Intervention Supports (PBIS) program and Second Step in their classroom. They implement a new PBIS topic each month in the classroom. The program is also using solution kits in the classroom. This provides children with choices to try and solve problems.

There was a phone with emergency numbers in the office. Emergency fire and tornado procedures and diagrams were posted by the main program and outdoor exits. A daily schedule was posted and a lesson plan was available for review.

I reviewed documentation of monthly fire and tornado drills. A radon test was completed in November 2017 and is good for two years. Results were within EPA guidelines. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site near the office. Outlets were covered. The fire marshal inspection occurred on 09/19/17.

The parent information is located on a bulletin board outside and inside the classroom. The mandatory reporter, child care consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

Staff and children files were reviewed at the time of the licensing visit. I reviewed six children files. They were in great condition. I reviewed two staff files. They were in great condition.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Krumwiede states they have a wonderful facility to operate out of. They have a strong collaboration with the child care center they share the space with.

Ms. Krumwiede states the program finds the use of Creative Curriculum as a strength. Head Start has purchased all of the studies and teachers perform the GOLD assessments.

Ms. Krumwiede states they offer a longer day than most preschools.

Ms. Krumwiede states the program has quality materials that are in good condition.

Head Start staff members receive training that exceeds licensing standards.

Head Start programs have family support workers who go into family's homes to work with them an offer them community resources.

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

N/A

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 me (phone 319-292-2429; email rfrost@dhs.state.ia.us so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

*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.