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

Name of Center: HMS Head Start **Enrollment:** 16 **License ID No. (Reapplications)** 30238

Street: 400 3rd St NW **City:** Hartley Iowa **Zip** 51346 **County:** Obrien

Mailing Address: PO Box 519, Graettinger, IA, 51342

Director's Name: Angie Mitchell **Phone Number:** 712-928-2020

On-Site Supervisor(s): Susan Cannon-Packard **E-Mail:** imayland@udmo.com dhelget@udmo.com

Date(s) of Visit: 09-13-2023

Licensing Visit **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:** 08-01-2022

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

Date Inspected: 08-21-2020

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 X NAEYC NSACA Other 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: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 10-01-2022 to 10-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jana Drew **Date:** 09-14-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Visited the center on 09-13-23 and spoke with new onsite supervisor/lead teacher Susan Cannon-Packard as Marilyn Bigger had retired and Angie Mitchell, director was not present. Ms Cannon-Packard has years experience working with children in a school setting and her masters in Early Childhood. HMS Head Start is a Preschool program administered through Upper Des Moines Opportunity, Inc. This preschool site is housed in a classroom in the Hartley Elementary School which moved into the new building in 2020. The program operates Monday through Friday 7:45am to 3:35pm and serves children 3 and 4 years old.

There are 16 children enrolled in the program. At the time of the visit there were 14 children present. All areas of the program were observed. These areas observed consisted of classroom observations and activities, nutritional practices, health and safety practices, field trip and transportation practices, and administrative review. The center continues in following all guidelines put forth by DHS regarding the corona-virus and doing everything they can to support their staff and families. The center continues to clean toys daily that children use. Sufficient amount of toys and equipment for the number of children. Daily schedule of activities was posted. Displayed throughout the room were colors, shapes, five senses, globe of the world, picture schedule for the children, job chart, children's artwork and the alphabet. Observed staff assisting children with a variety of activities, talking to the children throughout the visit, leading the children in exercise, reminding the children about rules, engaging the children in activities, sitting at the tables with the children during meals and reading stories to the children. Staff had good interaction with the children. The center utilizes the Creative Curriculum Gold in their teachings.

Staff files are at the administrative office and will be reviewed on another date.

Parents drop their child off at one of the doors and staff meet them at the door. The program has informed parents of center activities by email/newsletter. Posting board is at the entrance where parents drop their child off. Reminder to post any communicable diseases that the program has encountered. Also, need to add the breakfast/lunch menu, and class schedule, for parents to view. The program uses conscience discipline with this school year.

The program has a kitchen aide who are prepare meals when receive from the school as breakfast/lunches are provided onsite by the school kitchen/cafeteria which is located across the hall from the preschool room. The center follows the CACFP guidelines for nutrition. Due to the hours of the program, Headstart changed this year and no longer offers an afternoon snack as the children leave shortly after waking up from their nap.

Radon is completed and within normal range. Annual Furnace inspection was provided. Fire/tornado drills were completed. At the time of the visit a fire drill was done and the children followed instructions well. First aid kit was up to date. The center shares a playground with the preschool. However, the center will need to add shade to the playground. The center has the shade structure purchased, however, waiting for the school to install. Surfacing has rubber squares. Discussions continue to be with the school in putting up the shade structure. They are looking at expanding the playground to include a grassy area for the kids to run which may be where the shade structure will go.

Goals of the center are to work with the children's social and emotional needs and learn how to play with other children.

Strengths of the center are that staff works good as a team and have a good relationship with families, school and the community. The program has 3 staff in the classrooms to help with the children and the cook comes to assist when not in the kitchen.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Staff have done PBIS discipline training.

Center sends home a newsletter each month to keep parents aware of what is going on in the program.

Children's toys are at their level and accessible.

Center does two home visits a year.

Center is well organized.

Center has parent/teacher conferences four times a year to inform parents of their child's progress and what they need to work on.

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

109.4(3)a: Postings are required for: The certificate of license. Notice of exposure to communicable disease. Notice of decision to deny, suspend, or revoke center license or reduce to provisional status. All postings shall be conspicuously placed at main entrance of center.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.
Program needs to continue working on getting shade resolved on the playground.

V. SPECIAL NOTES/RECOMMENDATIONS:

Please send me an email by 10-30-23 confirming that all aspects below standards have been corrected.

A full license is recommended at this time.

At least one visit will be made to the center during the next year.

*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.