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

Name of Center: Janesville CSD Latchkey **Enrollment:** 66 **License ID No. (Reapplications)** 45414

Street: 505 Barrick RD **City:** Janesville Iowa **Zip** 50647 **County:** Bremer

Mailing Address: PO Box 478, Janesville, IA, 50647

Director's Name: Judy Eastman **Phone Number:** 319-987-2581

On-Site Supervisor(s): Sarah Tenborg & Fischer Deike **E-Mail:** Judy.Eastman@janesvilleschools.net

Date(s) of Visit:

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

LICENSING VISITS

New Application **Re-Application** X **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: 07-28-2022

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 X 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	0	0	33	100	133
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2023 to 05-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 07-03-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/17/23 I made an unannounced licensing visit to Janesville CSD Latchkey in Janesville. I met with Kelly Horstman, the director. Sarah Tenborg is the on-site supervisor. She typically works in the afternoons. This is a program that had been operating under the Department of Education and transitioned to be licensed under the Department of Human Services in May 2015. B.J. Meaney is the superintendent of the school. The program employs seven staff members.

The latchkey program is in Janesville School. The program operates Monday through Friday. The program serves preschool and school-aged children. The morning program operates from 6:45 am until 8:05 am and the afternoon program is from 3:05-5:30 pm. On Wednesday afternoons there is an early out, so the program operates 2:00-5:30 pm. There are currently 66 children enrolled. The program only operates while school is in session.

The program operates out of room 129 to care for the preschool children. The gym is primarily used for the school-aged children. Room 114 is the primary overflow school-age childcare room, but they also use room 112 and room 116. An inspection of each room was completed.

The centers observed include library, blocks, Legos, transportation, music, table toys, games, art, dramatic play and puzzles. Materials were in good condition. The materials are in the classrooms in cabinets and outside of the gym. They are located at child level, so they were easily accessible to the children.

I visited the program during the morning hours of operation. The program was in ratio.

There was a phone with emergency numbers posted in each of the rooms. Emergency fire and tornado procedures and evacuation diagrams were posted by all the main program doors and outdoor exits in the program. A daily schedule was posted on the parent board.

The program follows the Child and Adult Care Food Program (CACFP) guidelines for their snacks. Snacks are provided by the latchkey program in the afternoon. Snack is served in the cafeteria. Snack calendars are maintained. Disposable products are used so dishwashing is not necessary. The program uses a refrigerator in the staff lounge. Food items were stored according to NHSPS guidelines. Children are released to the school if they want to eat breakfast.

The program uses either bleach and water, Clorox Anywhere or Clorox Clean-Up Disinfectant Cleaner with Bleach to sanitize the food tables and toys.

The program uses bathrooms in the hallway near the overflow latchkey rooms. The girls' bathroom has two sinks, and four toilets and the boys' bathroom has two sinks, three toilets and three urinals. Handwashing procedures were posted.

The program also uses bathrooms across the hall from the gym. The girls' bathroom has three sinks and three toilets. The boys' bathroom has three sinks, one toilet and four urinals. Handwashing procedures were posted in both bathrooms.

I reviewed documentation of monthly fire and tornado drills for the preschool children and the school-aged children. I reviewed documentation of monthly playground inspections. A radon test was completed in August 2022 and must be repeated in two years. Results were within EPA guidelines. An annual fuel burning inspection is not necessary because when the school had construction, they changed over to a system that does not use gas. A carbon monoxide detector is not necessary because there are no gas burning appliances. Outlets were protected. The fire marshal inspection occurred on 07/28/22.

The parent information is located on a bulletin board in the latchkey entrance, which is on the back side of the building. 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.

The program has use of the school playground. This is a large fenced in area. Woodchips are used for surface cushioning. There are two pieces of climbing equipment with slides, a tunnel and a bridge. There are also swings, two tire swings, rings, a sandbox, and a balance beam for the children. There is a grassy area and a concrete area with basketball hoops. Trees provide shade.

Staff and children files were reviewed at the time of the licensing visit. I reviewed twelve 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. Four files failed to provide adequate dental emergency contact information and one file failed to provide adequate doctor emergency contact information.

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

I reviewed policy and procedures, staff and parent handbooks. Most of the necessary written emergency procedures and policies were present. The program did not have a dental emergency written policy. Fact sheets regarding dental emergencies were emailed to Ms. Horstman. Emergency Preparedness Plans have been completed.

Staff members were observed to have terrific interaction with the children. The children were observed to enjoy their time at the program. A large group of children were playing hockey in the gym while other children were running around or enjoying coloring pictures. Staff members were engaged in conversation with the children and introduced them to activities. In the preschool room the children were engaged in play with centers. The staff member was encouraging the children to use their imaginations.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Horstman is amazing. She is organized and has a terrific relationship with all the children. She will be dearly missed when she retires at the end of the school year.

Ms. Horstman states the program continues growing with the staff members and the students.

Ms. Horstman states she has reliable staff members who are great with the children. She states the staff members are caring and they go out of their way to do nice things for the children.

Ms. Horstman states good relationships are formed between the students and staff members.

The program meets a need for parents who require care for their children before and after school.

The program has the full cooperation of the school.

Ms. Horstman states they have a great program and community. They receive a lot of support.

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

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.
Number not in compliance for medical: 1
Number not in compliance for dental: 4
Information lacking: 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. Four files failed to provide adequate dental emergency contact information and one file failed to provide adequate doctor 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.

An administrative change is being made to remove Kelly Horstman as the director and I am adding Judy Eastman as the new director. Her email address is judy.eastman@janesvilleschools.net. Ms. Eastman has been a paraeducator with elementary children for three years and she has her substitute license. She is currently taking the 12 hours of administrative training. She starts as the director on 07/01/23.

An administrative change is also being made to name Fischer Deike as the on-site supervisor for the program. Sarah Tenborg will remain an on-site supervisor also.

*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.