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

Name of Center: NICC Child Development Center-Calmar **Enrollment:** 65 **License ID No. (Reapplications)** 19145

Street: 1625 HWY 150 S **City:** Calmar Iowa **Zip** 52132 **County:** Winneshiek

Mailing Address: 1625 HWY 150 S, Calmar, IA, 52132

Director's Name: Brook Hjerleid **Phone Number:** 563-562-3263

On-Site Supervisor(s): Brook Hjerleid **E-Mail:** hjerleidb@nicc.edu

Date(s) of Visit: 09-03-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 08-05-2024

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

Date Inspected: 07-17-2023

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

Get-Well Evening Care X 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	19	15	46	0	80
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 10-01-2024 to 10-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 09-17-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 09/03/24 I made an unannounced licensing visit to NICC Child Development Center in Calmar. Brook Hjerleid, the director, was not present. She has a BA in elementary and early childhood education, with a special education and reading endorsement. Ms. Hjerleid has her National Administrator Credential (NAC). She started with the program on 05/10/17. The center employs twelve staff members. The center is a teaching program and students enrolled in NICC are placed in classrooms as part of a "Guidance Lab". These students receive SING background checks, fingerprints, take universal precautions training and mandatory reporter training.

The program is in a free-standing building. The program operates Monday through Friday from 6:30 am until 5:30 pm. It serves infants through preschool children. There are currently 65 children enrolled.

The program operates out of the following rooms: infants (4 weeks to 12-14 months), one-year-old (12-14 months-24 months), two-year-olds, and a preschool room (three through five-year-olds). Windows provide natural lighting in the classrooms. The rooms are 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 were posted. There is an area for circle time in the preschool room.

Handwashing procedures must be posted near the sink in the infant room. They are currently near the changing tables. In the two-year-old room you must post handwashing procedures near the sink in the bathroom (it was on the changing table) and in the classroom. You must also post them near the sink in the classroom of the preschool room. If children use the bathroom in the dining room you must post handwashing procedures near the sink.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computers, art, dramatic play, woodworking, Play-Doh, 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.

Cots are used to nap in each room except the infant room where cribs are used. There are a couple cots in the infant room for the older children.

The center uses a variety of resources to develop lesson plans. Activities are based on themes. The length of the theme depends on the children's interest level. Each teacher prepares their own lesson plans. Lesson plans were not available for review in the two-year-old room or the preschool room. Even if the lead teacher is not present, the classroom should have a lesson plan that shows me they have a plan for their day.

There was a phone with emergency numbers in each classrooms Emergency fire and tornado procedures and evacuation diagrams were posted by most of the main program doors and outdoor exits throughout the center. Place an evacuation diagram near the door to the outside in the preschool room. A daily schedule was posted in each room.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was completed in August 2024 and is good for two years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. There was a carbon monoxide detector on site in the entryway under a table on the main level. The fire marshal inspection occurred on 07/17/23.

In the two-year-old room there was medication authorization forms for a prescription medication for a child. Licensing standards mandate that for prescription medications the center must document not only when the medication is given, but also when the medication is not given and a reason must be cited. This was cited in last year's report also.

The center participates in the Child and Adult Care Food Program (CACFP). The center provides breakfast, lunch and an afternoon snack. The program receives breakfast and lunch from the Northeast Iowa Community College (NICC) kitchen. The center makes the snack. The children are being served their food. All the children eat in the "commons" except for the infants. The commons space is set up as a large dining room. A new menu is prepared each month. The lunch menu posted the day of the visit was from August. Be sure to post current menus for breakfast, lunch and snack.

The day of my visit the dining room had food from breakfast all over the floor and tables and it was almost lunch time. The floors and tables should be cleaned and sanitized immediately following the meal.

Parents provide the formula, baby food and cereal for the infants. Bottles are sent to the kitchen to be sanitized. There is a refrigerator in the infant room and a thermometer was present in the refrigerated portion but must also be placed in the freezer because it was being used for breast milk during my visit.

The kitchen was observed to be clean and organized. There are two chest freezers and two refrigerators. Thermometers were present. An industrial dishwasher is used to wash the dishes. There are also four sinks available in the kitchen and the three-step method is used to wash pots and pans. The children's dietary special needs were posted. Food items were stored according to NHSPS guidelines.

The center typically uses Oxivir Tb to sanitize the food tables and disinfect the changing tables. Bleach and water were used in some rooms to disinfect the changing tables.

I discussed diaper changes in the infant room and one-year-old room. In the infant room proper procedures are followed. In the one-year-old room the staff member is only using wipes to wash the children's hands. The wipes do not have a cleaning agent. Children's hands must be washed with soap and water following a diaper change.

In the infant room there were multiple children sleeping with blankets in the cribs. This is a safe sleep violation. No blankets can be used in cribs for children under the age of one.

The infant room and the one-year-old room were both out of ratio during my visit. Ms. Hjerleid was not at the center. The infant room staff said Tammy, the lead in the two-year-old room, was typically in charge when Ms. Hjerleid is gone, but Tammy was also off the day of my visit. The staff member in the one-year-old room did not know who was in charge when Ms. Hjerleid was in charge. I did make a phone call to Ms. Hjerleid while I was at the center and informed her both rooms were out of ratio. I informed her someone needed to come in to correct the situation or they would have to send children home. The center cannot knowingly allow rooms to be out of ratio. Ms. Hjerleid states that staff members know who they are supposed to contact when she is not there. Tammy and Presleigh are next in charge and if they are both gone, which they were the day of my visit, the staff are supposed to contact Teresa at the Student Center at NICC.

Ms. Hjerleid contacted me later to say she had a conversation with all staff members about how to handle the situation if they are out of ratio. She explained the lead teachers are responsible for planning if they are out of ratio. Ms. Hjerleid states she can insure me the center is never out of ratio and she took care of it after talking with me on the phone yesterday.

A fence surrounds the outdoor play areas. The center has an area for the infants and one-year-old children, an area for two-year-old children and a larger area for preschool children. The two-year-old children can also use this area. There is no fall surfacing. The grass in all the playground areas need mowed.

The infant and one-year-old area has a sandbox that is covered by a pergola structure for shade. There are pushing toys, a dramatic play center and a sensory table. There is a small trampoline that has a net completely around it and small slides to exit the area. The fall height is not greater than 18 inches so fall surfacing is not required.

The two-year-old area has a picnic table, balls, small riding toys, a woodworking center, a dramatic play center and a sandbox. There is a tarp, but a tarp for shade. There was a larger slide in the area that has a fall height greater than 18 inches. This piece of equipment requires fall surfacing and should be removed. This was cited in last year's report also and this slide must be removed as soon as possible.

The largest area has a natural slide built into a hill, a bridge, a pea gravel play area, a music center, sandbox, riding toys and gardens. There are also tree stumps and tires for the children to play on. Trees provide shade and there is also a tarp to provide shade. All locations have a grassy area for play.

The parent information is located on a bulletin board 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 are resources available for parents in the entrance.

Staff and children files were reviewed later since Ms. Hjerleid was not present during my 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 and two files did not provide any doctor emergency contact information. Six files did not have physicals. Three files did not have permission for the center to secure emergency care. Four files did not have field trip permission. There were two invalid immunization records. One was not on the mandated HHS immunization certificate and one was not signed or dated by medical personnel.

I reviewed three staff files. There were no signed employee statements. There were two outdated SING records and none of the files had fingerprint results. Two staff members did not have documentation of first aid and CPR training. All three staff members did not have physicals. Two files did not have ongoing training hours.

I reviewed policy and procedures, staff and parent handbooks. Most of the necessary written emergency procedures and policies were present. There was not an unlimited access policy for parents. You must update your professional development policy for staff members. You must add a statement that new hires must complete their mandated training within 90 days of hire. You must add a statement that Essentials must be completed within 90 days. Also, your policy states that staff members must complete a certain number of hours in a group setting. This is no longer required.

Your policy regarding infant sleeping states that infants under four months must be placed on their backs to sleep. This is inaccurate. ALL infants under the age of twelve months must be placed on their backs to sleep to comply with safe sleep mandated policies.

Emergency Preparedness Plans have been completed. You must identify an evacuation site away from campus and you must identify an evacuation site out of town.

Staff members interacted at the children's level while introducing them to activities and using play to teach things such as colors and numbers. They maintained positive conversation with the children. They asked the children how their nights were and what they did to enjoy their time at home. They talked with the children about sharing and using "helping hands". The provided the children with praise and used positive redirection when necessary. Child friendly music was playing in the rooms.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

There are pictures of staff members in the entrance.

The hallways are decorated with the children's art projects.

Rooms keep communication notebooks so that staff members can communicate with one another about children or things that need to be done in the classroom.

The center has a partnership with the Food and Fitness Initiative.

The center has a playground that is Nature Explore certified. It is made up of everything "nature".

Full time employees are employed by NICC and they receive health benefits and IPERS.

The childcare center is a secured building and there are security cameras outside of the center.

There are family resources in the entrance of the childcare center.

Ms. Hjerleid has obtained her National Administrator Credential (NAC).

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

109.5(1): Written policy notifying parents of unlimited access provisions.
The program does not have a written unlimited access policy.

109.7(2): Center directors and all staff have the required contact hours of training.
Number not in compliance: 2
Two staff members did not have documentation of on-going training hours.

109.8(2): Ratio maintained in center as required by age.
The infant room and the one-year-old room were both out of ratio during my visit. Ms. Hjerleid was not at the center. The infant room staff said Tammy, the lead in the two-year-old room, was typically in charge when Ms. Hjerleid is gone, but Tammy was also off the day of my visit. The staff member in the one-year-old room did not know who was in charge when Ms. Hjerleid was in charge. I did make a phone call to Ms. Hjerleid while I was at the center and informed her both rooms were out of ratio. I informed her someone needed to come in to correct the situation or they would have to send children home. The center cannot knowingly allow rooms to be out of ratio. Ms. Hjerleid states that staff members know who they are supposed to contact when she is not there. Tammy and Presleigh are next in charge and if they are both gone, which they were the day of my visit, the staff are supposed to contact Teresa at the Student Center at NICC.

109.9(1)a: All files contain statement signed by staff indicating whether they have a criminal conviction or founded child/dependent adult abuse.
Number not in compliance: 3
There were no signed employee statements.

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
Number not in compliance: 3
There were two outdated SING records and none of the files had fingerprint results.

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
Number not in compliance: 3
All three staff members did not have physicals.

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
Number not in compliance: 3
Two staff members did not have documentation of first aid and CPR training.

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: 3
Information lacking: Three files did not have permission for the center to secure emergency care.

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: 2
Number not in compliance for dental: 3
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. Three files did not provide any dental emergency contact information and two files did not provide any doctor emergency contact information.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number invalid: 2
There were two invalid immunization records. One was not on the mandated HHS immunization certificate and one was not signed or dated by medical personnel.

109.10(1)a: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.

Number not in compliance: 6
Six files did not have physicals.

109.10(3)b: For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.
In the two-year-old room there was medication authorization forms for a prescription medication for a child. Licensing standards mandate that for prescription medications the center must document not only when the medication is given, but also when the medication is not given and a reason must be cited. This was cited in last year's report also.

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.
There was a larger slide in the two-year-old area that has a fall height greater than 18 inches. This piece of equipment requires fall surfacing and should be removed. This was cited in last year's report also and this slide must be removed as soon as possible. Handwashing procedures must be posted near the sink in the infant room. They are currently near the changing tables. In the two-year-old room you must post handwashing procedures near the sink in the bathroom (it was on the changing table) and in the classroom. You must also post them near the sink in the classroom of the preschool room. If children use the bathroom in the dining room you must post handwashing procedures near the sink. The day of my visit the dining room had food from breakfast all over the floor and tables and it was almost lunch time. The floors and tables should be cleaned and sanitized immediately following the meal.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.
Lesson plans were not available for review in the two-year-old room or the preschool room. Even if the lead teacher is not present, the classroom should have a lesson plan that shows me they have a plan for their day.

109.12(5)e: The provider shall follow safe sleep practices recommended by AAP for infants under one year of age:Infants shall always be placed on their back for sleep.Infants shall be placed on a firm mattress with a tight fitted sheet that meets Consumer Product Safety Commission federal standards.Infants shall not be allowed to sleep on a bed, sofa, air mattress or other soft surface. No child will be allowed to sleep in any items not designed for sleeping but not limited to, an infant seat, car seat, swing, bouncy seat.No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, or loose bedding shall be allowed in the sleeping area with the infant.No co-sleeping shall be allowed.Sleeping infants shall be actively observed by sight and sound.If an alternate sleeping position is needed, a signed physician or physician assistant authorization with statement of medical reason is required.
In the infant room there were multiple children sleeping with blankets in the cribs. This is a safe sleep violation. No blankets can be used in cribs for children under the age of one.

V. SPECIAL NOTES/RECOMMENDATIONS:

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

Due to the higher number of violations during my visit, please send me updates as you make corrections. 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.