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

Name of Center: HACAP Head Start-Orchard Hill **Enrollment:** 20 **License ID No. (Reapplications)** 24998

Street: 2176 Lexington Blvd Bldg 1 **City:** Washington Iowa **Zip** 52353 **County:** Washington

Mailing Address: 2176 Lexington Blvd, Washington, IA, 52353

Director's Name: RenElla Crawford **Phone Number:** 319-653-7275

On-Site Supervisor(s): Samantha Holden **E-Mail:** jpotratz@hacap.org, cregan@hacap.org

Date(s) of Visit: 06-14-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 11-22-2022

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

Date Inspected: 12-09-2022

Comments : completed by Washington Fire Department due every 3 years according to WFD, inspected 12/23/19 date of compliance January 2020

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: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	6	6	20		32
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2023 to 02-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 07-03-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Orchard Hill Head Start is located in a newly remodeled single story, masonry building on the campus of a government office complex located a mile west of Washington.. The center moved to that location in January 2013 next door to the Sheriff's Department. The center is owned and operated by Hawkeye Area Community Action Program (HACAP), a not for profit community action agency based in Cedar Rapids, IA. The Hawkeye Area Community Action Program (HACAP) Washington County Head Start Program has been NAEYC Accredited for 30 plus years. At the time of the visit, staff were actively engaged in providing the Head Start early childhood educational program to the children. Due to low enrollment this year, the classrooms have combined and serve all children in one room. When the program is able to hire more employees more children can be added to the program. The other room typically utilized for preschool age children will serve infants to 3-year-old children starting in the fall.

RenElla Crawford is the program director at this site. Ms. Crawford has 40 years of experience in Head Start programs. The new On-Site Supervisor at this location (2022) is Samantha Holden. Ms. Holden is the Classroom Comprehensive Services Supervisor and RenElla Crawford is the Washington County Operations Manager. OSS Holden has an AA in ECE. degree and has worked in this Head Start program since 2007.

On 6/15/23 I made an unannounced off year visit to Orchard Hill Head Start (formerly Old Main Children's Center) and met with classroom staf. A new Onsite Supervisor was appointed last year (Samantha Holden). Director Crawford has been employed at this site for many years. They are typically present. All program areas were observed at that time. I met with program staff and office staff. The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

HACAP’s Mission Statement is: Helping people develop skills to become successful and build strong communities.

ROOM OBSERVATIONS:

The center consists of two Head Start classrooms, a large kitchen, a laundry room, staff offices and a staff break room. The classrooms are clean, bright, attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The classrooms are also self-contained with their own restrooms, phones, and direct exits to the outdoors. The curriculum is Creative Curriculum. Interest center available to the children include: blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, art, music and movement, science and discovery, sensory tables, and computer area.

The preschool rooms and playground area are within the HACAP building and can only be accessed by first entering the HACAP building. Visitors to the site must check in and out of the building at the front office with the Director. When a visitor arrives they must enter the front door, as all other doors are locked. Visitors are then escorted down to the preschool room by office staff.

The room arrangement was neat and organized. The children have access to sink/toilets. Two bathrooms are attached to each preschool room as well as bathrooms down the hall for parents or other visitors. Hand washing posters were easily observed. Room lighting consists of both natural light from windows as well as adequate interior lighting. The classroom and bathroom facilities were observed to be clean. The full time room has two exits directly to the outdoors. The part time room also has outdoor exits, one leading to the playground area and a parent board.

On visits to the center I have observed a variety of activities including eating lunch and outdoor time. I have also observed circle time and before lunch routines. Staff were supervising children adequately during the visit. During other visits I observed nap time. Cots were spaced appropriately (2 feet or more) apart. I have observed staff during different parts of the day including kitchen staff delivering an afternoon snack to the children. During nap time I have observed staff sitting beside a child comforting the child to get him to settle while another staff was cleaning. Children were sleeping or reading quietly during the visit. The lights were off, but natural light was provided from windows. During this visit staff were in nap time routines and were preparing for wake up. Ratio was excellent with two staff and 6 children.

Head Start follows this philosophy and strives to attain these goals:

Physical Development and Health
Children will enter Kindergarten able to complete personal care tasks such as dressing, toileting, and washing hands independently
Children will coordinate body movements to manipulate objects, to navigate and to balance
Children will use refined wrist and finger movements to independently manipulate writing, drawing & art tools

Social & Emotional Development
Children will follow simple classroom rules and teacher directions.
Children will be able to function as part of the classroom community by using socially appropriate behaviors with peers and adults
Children will regulate behavior and express emotions, wants and needs in appropriate ways

Approaches to Learning
Children will express curiosity, interest, and initiative in exploring the environment, engaging in experiences, and learning new skills
Children will be able to purposefully choose and sustain work on age appropriate, interesting tasks
The center does not employ staff under age 18.

Center Nutrition Practices Observed:

All meals and snacks are prepared in the center kitchen and served in the classrooms family style. The kitchen has new appliances and has sufficient food preparation and storage capacity for a center of this size. Breakfast, a noon meal, and snacks are provided by the Center and prepared in the school kitchen by the center cook. Meals are served family style in the children's rooms. Snacks are prepared by Head Start staff and served in the classroom. Posted menus indicate that minimum nutritional requirements are met.

The Center practices family style dining. Children dine at child size tables and sit in small chairs. These are sanitized using the three step method. All tables, chairs and sinks are sanitized with this method. CACFP program rules appeared to have been met the day of the visit. The program prepares written menus of monthly snacks and posts them.

I inspected the 2 refrigerators with freezer units as well as 2 upright freezers used to store cold food. All four units did contain thermometers. Food storage temperatures were below recommendations of 40 degrees for cold food and zero degrees for frozen food. No open food was observed in the units. Other dry goods were stored appropriately in closets on shelves and off of the floor. No expired food items were observed. Food is dated by the center cook when it arrives. Food allergies for the children were posted on the refrigerator.

The center hired a new nutrition aide last year. The kitchen has a commercial grade dishwasher. The center utilizes a bleach spray throughout the center for cleanliness. I observed all areas of the center, especially the kitchen area to be very clean. I observed the oven which was noted to be very clean. The former cook, Cinda Davies indicated the oven was new 3 years ago and she wiped it out daily after use. She retired in 2021. Food waste containers in each room were covered.

Center Health and Safety:

Prescription and non-prescription medication storage and dispensation was in accordance with licensing regulations, physician directions, and parental consent. There are currently no enrolled children on medication. One staff takes medication management and dispenses medication if need be.

The center contains an ill/injured area in each room located near the cots. Staff phone the child's parents per protocol if a

child is ill or seriously injured.

Regulations regarding storage and maintenance of a first aid kit were followed. First Aid kits were found on top of medicine cabinets and clearly marked in each room. First-aid supplies were sufficient to address minor trauma. Medications (including sunscreen) are stored in their original containers with physician/pharmacist directions and label intact when on the premises. Staff report taking First Aid Kits outdoors each time they go to the play area.. The on-site supervisor indicated the kit is hung on the fence out of the children's reach.

Environmental testing and the maintenance of any necessary detection equipment were reviewed. The building was constructed in the early 90's therefore does not require a lead paint assessment. The Director states the building contains no fuel burning appliances. An update is required annually if so. Maintenance staff keeps a record of the electric appliance inspections. Radon testing was completed in March 2023 and is due every 5 years. Levels recorded were below 4.0 pCi/L. Carbon Monoxide detectors are in each room. A UL approved non-battery-operated unit is required. The center is on city water. As a result, a private water analysis is not required.

Each Head Start room contains a thermostat. Heated and cooled air are forced through ceiling vents. Windows can be opened for extra ventilation if needed. Air quality and ventilation were adequate this visit and visits past. However, many children in the program are not potty trained, so several diapers are changed a day. Trash is taken out at the end of the day.

We discussed general regulations regarding safety. Ratio was observed and maintained according to license standards for 3-5 year old children. I sent the Director a copy of the Volunteer Statement on 12/3/14. In the past we've discussed supervision and that no more than 1 child at a time is allowed into an area where staff's line of vision may be blocked. Each room has a timeout or cooling down space.

The program has no pets and one spider plant that is out of reach. All lower cabinets had child locks. Other taller cabinetry in each room is now secured. Electrical outlets were adequately covered. Staff personal belongings were stored out of the children’s reach behind staff desks. Cleaning supplies and other toxic material were out of the children’s reach in a locked cabinet with medication.

Space requirements stating every child should have at least 35 square feet of usable floor space are met. A storage room is available and the room arrangement of both rooms does not confine the children.

Classroom 1: 38 feet x 23 feet= 874 sq feet. (minus 30 square feet for cubbies and some teacher supply cupboards) Total 844 square feet. Capacity for this room is 20 children
Classroom 2: 38 feet x 20.5 feet = 779 sq ft. (minus 21 sq ft for cubbies and supply cupboards). Total 758 sq feet. Capacity is set in this room at 12 children to due ratio.

The program is transitioning one of the Head Start classrooms at Orchard Hill Head Start to an Early Head Start (toddler) classroom for the 2023-2024 program year. They will serve eight children ages 18 months to three years of age with two full time staff and one part time staff. HS is choosing not to reach full capacity of this room starting out. The classroom will be open the same days as the Head Start classroom (mid- August – June). Hours will be a minimum of eight hours to a maximum of ten hours opening Tuesday, September 5, 2023.

Ratio and supervision are excellent. No employees are under 18 years old.

Emergency plans and drills for fire and tornado were reviewed. The Center was in compliance with emergency procedures and drills with the exception of May. Tornado and fire drills are practiced and documented once a month per my observation. These are kept in Director Crawford's office. The emergency safety plan and drills are typically posted. Evacuation procedures were posted.

I reviewed compliance with regulations regarding sanitation policies and procedures. The children brush their teeth twice daily post snack and lunch. Tooth paste is placed on wax paper, prior to being put on the brushes. Toothbrushes were adequately stored. Children are required to be potty trained to participate in the program. All waste containers were covered.

Regulations regarding staff and child hand washing are met. Sufficient toileting articles and hand washing supplies were observed in the restroom. Rules appeared to be met the day of the visit.

Center Playground:

The center has a fenced and naturally shaded outside play area adjacent to both classrooms. The center installed a "natural" play area emphasizing activities that utilize the surrounding natural environment rather than installed climbing or play structures. A natural learning environment was installed and funded in part by The Riverside Riverboat Foundation and Head Start. Tony Malkusak, with Abundant Playscapes engineered the facility. The new playground includes cement

tricycle paths, grass surfacing, a rain garden and regular garden, a dramatic play structure, cement and wood chip surfacing and a new composite privacy fence. The area also features a sand box with a cover, a wooden bridge, rocks, sensory tables, a gazebo, 2 sheds and other smaller play objects. Playground dimensions are: 89 ft x 69 ft = 6141 sq feet (minus 312.5 for 2 storage sheds) Total 5828.5 sq feet Capacity =77

Outdoor toys are stored in two durable Rubbermaid crates with latched lids in the play area. No visible safety hazards were observed. Monthly inspections were conducted per this worker's observation of documentation of such (kept by maintenance) for the last school year. Mr. Malkusak, also inspects the play area each spring and fall and makes recommendations. New sand and mulch were added to the area last fall.

Areas around the fence that were wearing and creating a gap have been fixed this past year. Mulch has been added to the area.

Center Transportation Arrangements/Field Trips:

Transportation to the program and for field trips is provided in minibuses owned and operated by Washington County SEATS program, an area transportation agency. The center reports that they haven't taken field trip this year. Typically people from the community come into the center to provide activities and the children enjoy Parents Night. In past years Head Start took a field trip to Sunset Park in Washington. Walking field trips are not taken.

Center Administrative Records:

Child misbehavior is addressed by positive guidance strategies including modeling, redirection, and providing positive directions to children. The center utilizes CART and PBIS. The center was the pilot project in the state of Iowa for PBIS.

Curriculum, schedules and routines are excellent at this program per my observation the past 10 years.

The center is in compliance with regulations regarding required notices and postings. I observed a Parent Board by the back door exit with all required postings including the Mandatory Reporter posting, the center license and license consultant contact information. The center posts communicable diseases when necessary and also send notices home. Emergency numbers for Fire, Police, and Position Control were posted as was the centers contact information.

Required written policies provided to parents in the form of a parent handbook are present. Center policies appear to be working well and are adequately addressing child and parent needs.

The program application to operate was received as required. The facility has prepared an Emergency Preparedness Plan, and has put together a kit.

Staff files are reviewed annually including: CPR/First Aid (due every two years), Universal Precautions (due annually), Mandatory Reporter training (due every five years). They are all current on required professional development hours. Also reviewed are current Iowa Criminal background checks (every two years) and National fingerprints (due every four years). Current staff physicals within the past 3 years and signed a statement regarding no criminal conviction/child abuse are present. All information is kept on site and with the corporate office. Corporate office assists in many of these duties. This HS site has an excellent history of record keeping.

No employees are under 18 years of age at this site.

Child files are reviewed annually. All students enrolled in the program have current and updated emergency and pick up contact information, medical and dental information and field tip authorizations. Each student has a current physical (due annually) and immunizations.

The Director agreed to begin conducting annual emergency procedures training with the staff and having staff sign off that they have been informed and understand all emergency procedures 3 years ago.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center sends information monthly to parents.

The center is accredited by NAEYC. Compliance visits are conducted.

The center provides vision screening services to the children in cooperation with the local Lions Club.

The center provides hearing screening services to the children by a HACAP nurse.

The center provides dental screening and fluoride varnish services to the children in cooperation with Washington County Department of Public Health.

The center uses the Ages and Stages Questionnaire to monitor the physical, mental, emotional, and social development of the children.

Head Start works with AEA regarding children with IEPs.

CAVD, CACFP visits the center twice a year. Compliance visits are conducted.

Several employees at this site are long term.

Staff: We have 5 classroom staff and cook. All of our staff have worked for Head Start for 10 or more years. HACAP pays above average wages for preschool staff and offers full benefit packages to all employees including Health and Dental insurance, paid time off, paid holidays, life insurance, IPERS or 403(b) and more.

The Human Resources staff at the HACAP corporate office in Hiawatha are responsible for hiring of all staff. Staff have orientation, background checks and fingerprinting done during the orientation. On-site orientation is done on an individual basis prior to starting work in the classroom.

INTERACTIONS:
- What does the director do to ensure positive social interactions occur between children and staff?
- Did you see evidence of positive interactions? (role playing, sing, read together, and more).
- Are there other observations about interactions worthy of reporting?

Our agency uses Positive Behavior Intervention Supports (PBIS) in our classrooms. Classrooms have lesson plans and schedules/routines that are individualized for all children. We focus on the positive behaviors that we observe in children as a tool to promote positive social interactions. We work with the families to develop goals for each child and use Teaching Strategies GOLD to assess growth and development.

As the director I ensure positive social interactions by observing my staff and modeling the appropriate behaviors. I evaluate my staff twice a year. During meal times we sit at the table with the children and encourage conversations. During free play, we sit with the children and model appropriate behavior. We have positive interacts with the children throughout the day, we read books and sing and dance. Members of the management team come and observe us throughout the year. The observations focus on positive interactions between the staff and children.

We advertise both on print media and on social media. The job listing is also emailed to us to post in the classroom for parents to see and maybe apply for, we also use word of mouth. As the director, I treat my staff fairly and ensure that others treat each other fairly. We work as a team. I also thank my staff on a regular basis to let them know I appreciate their work.

WORKFORCE SKILL DEVELOPMENT
- What does the director do to help staff realize the opportunities for greatness as a child care provider? How does the "it factor" get established – more than providing supervision.

We have different activities in place for the children, exchanging toys on a regular basis so the children do not become bored with the toys. We have engaging hands-on activities for the children I can tell the children are enjoying and are learning when they incorporate what we are learning into their play and at home. When parents give compliments I give everyone credit because we are a team.

Interactions:
What does the director do to ensure positive social interactions between children and staff? All staff are trained on PBIS (Positive Behavior Intervention Support). Evidence of positive interactions: Frequent conversations between children and staff, staff and children playing together in different centers, eating family-style together, giving children positive feedback.

Other interactions: Staff model positive interactions for children and role-model difficult social interactions that occur

between children.

Our HR dept at our Hiawatha corporate office is responsible for hiring staff. Positions are advertised in-house, through social media and in newspapers. Staff are maintained because Head Start and HACAP are great places to work. HACAP offers good pay with yearly increases, good benefits including health insurance and paid time off.
Workforce development skills

We are a NAEYC accredited preschool program. All staff are considered early childhood professionals and receive 25-30 hours of staff development training every year. We work closely with parents and families and develop plans for each individual child and family. There are opportunities for staff to work toward early childhood degrees (CDA, AA and BA.)

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

1. 109.10(15)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year. May fire drill was missed.

V. SPECIAL NOTES/RECOMMENDATIONS:

This report is also noting an administrative change regarding a decrease in capacity. The program will be offering care to children ages 18 months to 3 years old in one of the classrooms beginning in September 2023. This program is implementing many best practice measures. This is duly noted.

This center has had no formal complaints.

*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.