

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

Name of Center: Immanuel Lutheran Preschool **Enrollment:** 38 **License ID No. (Reapplications)** 21453

Street: 4820 Oster Pkwy **City:** Cedar Falls **Iowa Zip** 50613 **County:** Black Hawk

Mailing Address: 4820 Oster Pkwy, Cedar Falls, IA, 50613

Director's Name: Sharon Limback **Phone Number:** 319-260-2005

On-Site Supervisor(s): Sharon Limback **E-Mail:** limbacksharonk@hotmail.com

Date(s) of Visit: 11-17-2016

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 07-07-2016

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

Date Inspected: 04-28-2016

Comments :

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

Financial Type: Profit X Non-Profit NA

Accreditation: Accredited NAEYC NSACA Other X 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:	<u>Year-round</u>		<u>School-Year</u>	<u>Summer Only</u>	
LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	18	0	18
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 08-24-2016 to 10-01-2018
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost

Date: 11-28-2016

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 11/17/16 I made an unannounced licensing visit to Immanuel Lutheran Preschool in Cedar Falls. I met with Sharon Limback, the director and lead teacher. Ms. Limback has a BA in elementary education with an endorsement in early childhood. She has been a teacher at Immanuel Lutheran for 41 years. The program was previously under the Department of Education and became licensed under the Department of Human Services in 2012. Thelma Meyerhoff is the full time associate and Cindy Grim is an additional associate on Tuesday and Thursday morning.

The preschool is located in the newly constructed Immanuel Lutheran Church in Cedar Falls. They were given permission to open in the new location on 08/24/16. The program offers a four-year-old preschool class Monday through Friday from 8:30-11:15 am and 12:30-3:15 pm. The program contracts with the Waterloo School System to provide the voluntary four-year-old preschool program. They also offer a three and four-year-old preschool program on Tuesday and Thursday or Wednesday and Friday from 8:30-11:15 am. There are 38 children enrolled.

The program operates out of two classrooms. An inspection was completed. Windows provide natural lighting. The room is decorated with posters to assist the children with the learning process, such as the alphabet, colors, shapes, and numbers. The children's birthdays were posted. There is an area for circle time.

The centers observed on the day of the licensing visit include library, blocks, table toys, games, puzzles, transportation, art, dramatic play, writing, math, science, Play-Doh, 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.

Ms. Limback and Ms. Meyerhoff were caring for fourteen children the day of the visit. I visited the afternoon program. When I arrived the children were on the rug. Ms. Limback read the children a Bible story. She was expressive while reading and asked the children questions to include them in the story. The children then sang, said a prayer and danced. The children practiced songs for their Thanksgiving program. Ms. Limback discussed turkeys with the children and then the children made cards for the elderly people of the congregation who are "shut-ins". The children enjoyed free play and then Ms. Limback told a story using the felt board. Ms. Limback read the children a book about pilgrims and then they ate snack. After snack the children read books and practiced their Thanksgiving program. They went outside before being dismissed.

Staff members had great interaction with the children. They offered the children choices and provided each of them with attention. They provided the children with praise. They were patient and used redirection when necessary. Ms. Limback and Ms. Meyerhoff have been working together for twenty-five years and work well together. They have a great routine and place the education of the children first. Ms. Limback used several stories to teach the children and she made the learning activities fun for the children.

While I was present I observed the rooms out of ratio several times. The classroom and the sun room are considered two separate rooms and supervision and ratios must be maintained in both rooms. There was a time when all of the children

were in the sun room looking at books with one staff member. This is out of ratio. I observed a staff member leave the room to get milk out of the kitchen and I observed a staff member leave the room to take the milk and dirty snack dishes back to the kitchen. This cannot occur. Rooms must always be in ratio. Additionally a child left the room to use a bathroom outside of the classroom. Staff members must stand in the door and maintain supervision until the child returns to the room.

There is a sink in the room and handwashing procedures were posted. There is a bathroom in the room with one toilet and one sink. Procedures were posted. There are additional bathrooms outside of the room. The boy's bathroom has one toilet, two urinals and two sinks. The girl's bathroom has three toilets and two sinks. Handwashing procedures must be posted in both locations.

The Creative Curriculum and a variety of other resources are used to create lesson plans. GOLD assessment tools are used for the four-year-old children. Ms. Limback also completed the IGDI's assessment tool and does Brigance Development testing. Activities are planned around themes. The length of the theme depends on the topic. The children are currently learning the rules and schedule. The program also incorporates a Christian curriculum into the program. For the religion curriculum the program uses Faith Alive, Voyages and One in Christ. Ms. Limback develops the lesson plans. The program follows the Iowa Quality Preschool Program Standards (QPPS).

There was a phone with emergency numbers in the classroom. Emergency fire and tornado procedures were posted by the main program. The fire and tornado procedures and DIAGRAMS must be placed by all doors. This includes the main program door, the outdoor exit from the classroom and the doors in the sun room. A daily schedule was posted and a lesson plan was available for review.

Center Nutrition Practices Observed:

Parents are given a snack calendar and they are responsible for providing the daily snack. Parents are provided a list of approved snacks. The program does not participate in the Child and Adult Care Food Program (CACFP), but they follow the guidelines. If the snack does not meet the guidelines the program is able to supplement. The snack is served in the classroom. Dishes are washed using the three step method in the kitchen. The refrigerator had a thermometer. Snacks are stored according to NHSPS guidelines. Snack menus were posted and snacks are recorded as they are brought in.

Center Health & Safety:

The center typically does not administer medication to children because of the short hours of the preschool program. There is a child with severe allergies in the room this year. There was an allergy medication and Epi-pens in a cupboard on the top shelf. The allergy medication must be labeled with the child's name. The center must have medication authorizations signed by the parents in case the program needs to use the allergy medication or Epi-pen. The center has a complete first-aid kit and it is replenished as necessary.

I reviewed documentation of monthly fire and tornado drills. A radon test was completed in July 2016 and is good for two years. Results were within EPA guidelines. There was no documentation for a fuel burning inspection, however the building was constructed this year and the heating element is new. Fuel burning inspections are required annually. A carbon monoxide detector was on site and is located near the sink in the classroom. Outlets were protected. The fire marshal inspection occurred on 04/28/16.

The center uses bleach and water to sanitize the food tables. You must label the bleach bottle. I observed the teacher prepare the tables for snack and proper procedures were not followed. You must first clean the tables with soap and water. Proper procedures were followed after snack.

Staff members and children were observed washing their hands and IDPH handwashing procedures are followed. Currently the children are washing their hands for snacks and then sitting back down on the rug to hear a story. This cannot occur because touching the floor negates the benefits of handwashing. The children must wash their hands immediately prior to a food activity, so they must wash their hands and move to the table. Ms. Limback asked the children not to touch the floor, but I observed several children touch the floor after washing their hands.

Center Playground:

The preschool places cones on the parking lot area to use for a play area. They also have a large grassy area available. Toys are taken outside or the children play games while outside. There is no equipment so surface cushioning is not necessary. There are trees in the grassy area for shade. Monthly playground inspections are maintained for safety purposes.

Center Transportation Arrangements / Field Trips:

The children do participate in field trips. Staff members drive the children for field trips. They also use parent volunteers.

Please remember, if you use parents to transport children they must receive the Iowa background checks and be fingerprinted PRIOR to having contact with the children. The program has completed the SING Iowa background checks, but has not completed fingerprints. These must be completed or parents cannot drive children other than their own.

Center Administrative Records:

The parent information is located on a bulletin board in the entrance and also in the classroom near the cubbies. The child care consultant and the handbook availability were posted. You must also post mandatory reporter information. A poster has been emailed to Ms. Limback. The permission to open letter is posted. A no-smoking sign was posted at the entrance.

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. One file did not provide any dental emergency contact information. There was one outdated physical and one missing physical. Two children did not have permission to pick up forms.

I reviewed three staff files. There was one outdated staff physical and two outdated universal precautions trainings. All staff members have completed the Essentials training.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. I could not locate a written universal precautions training. I have emailed Ms. Limback a sample. You must also develop a staff ongoing development policy that meets the new standards that started October 1, 2016. Emergency Preparedness Plans have been completed. Evidence of staff orientation on policies and emergency plans were documented. For discipline, the program uses positive guidance, redirection and time away from the group or next to the teacher. Staff members use planning ahead to prevent problems and involve the children in problem solving. They provide clear consistent rules.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Limback and Ms. Meyerhoff state they have worked together for twenty-five years or more. Ms. Limback states that Ms. Meyerhoff is a strength and Ms. Meyerhoff states Ms. Limback is a strength.

The program is operating out of a new facility. The classrooms have plenty of supplies to educate and entertain the children.

The program also receives a lot of support from the church pastor, secretary and office staff.

Ms. Limback states they have a strong curriculum that includes a faith based aspect.

The program is part of the voluntary four-year-old preschool program through the state grant. The program follows the Iowa Quality Preschool Program Standards (QPPS).

Ms. Limback has been with Immanuel Lutheran School for 40 years. This provides stability and consistency for families.

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

109.4(2)e: Written plan for ongoing staff development that complies with 441 IAC 109.7.

109.4(4): Requirements and procedures for mandatory reporting of suspected child abuse shall be posted where they can be read by staff and parents.

109.8(2): Ratio maintained in center as required by age.

While I was present I observed the rooms out of ratio several times. The classroom and the sun room are considered two separate rooms and supervision and ratios must be maintained in both rooms. There was a time when all of the children were in the sun room looking at books with one staff member. This is out of ratio. I observed a staff member leave the room to get milk out of the kitchen and I observed a staff member leave the room to take the milk and dirty snack dishes back to the kitchen. This cannot occur. Rooms must always be in ratio. Additionally a child left the room to use a bathroom outside of the classroom. Staff members must stand in the door and maintain supervision until the child returns to the room.

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: 1 outdated physical.

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: 2 staff members had outdated universal precautions training.

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 dental: 1

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. One file did not provide any dental emergency contact information.

109.9(2)d: All files contain parent authorization of the persons to whom the child may be released.

Number not in compliance: 2

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, 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: 2. There was one outdated physical and one missing physical.

109.10(3)a: All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.

There is an allergy medication in the room that must be labeled with the child's name.

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.

The fire and tornado procedures and DIAGRAMS must be placed by all doors. This includes the main program door, the outdoor exit from the classroom and the doors in the sun room.

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.

You must label the bleach bottle. I observed the teacher prepare the tables for snack and proper procedures were not followed. You must first clean the tables with soap and water. Currently the children are washing their hands for snacks and then sitting back down on the rug to hear a story. This cannot occur because touching the floor negates the benefits of handwashing. The children must wash their hands immediately prior to a food activity, so they must wash their hands and move to the table. Ms. Limback asked the children not to touch the floor, but I observed several children touch the floor after washing their hands.

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 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.

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