Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: NICC Child Development Center-Calmar

Provider No.: 19145

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

County: Winneshiek

Director's Name: Brook Hjerleid

On-Site Supervisor: Brook Hjerleid

Phone Number: 5635623263

E-Mail: hjerleidb@nicc.edu

HHS Visit Date: 09/14/2026

Licensing Period: 10/01/2026 to 10/01/2028

Fire Inspection:

Date Inspected: 07/06/2026

Comments:

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [X] Year-Round
- [ ] School Year
- [ ] Summer Only

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:30 AM to 5:30 PM		
Tuesday	6:30 AM to 5:30 PM		
Wednesday	6:30 AM to 5:30 PM		
Thursday	6:30 AM to 5:30 PM		
Friday	6:30 AM to 5:30 PM		
Saturday			

Program Population Served:

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	19	15	26	20	80
Summer					0

1. Basic Overview

On 09/14/26 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 ten staff members.

The program opened in 1978. 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 school age children. There are currently 43 children enrolled.

The program operates out of the following rooms: infants (4 weeks to 12-14 months), one-year-old (12-14 months until 24 months), two and three-year-olds, and a preschool room (four and five-year-olds/school age). Windows provide natural lighting in each of the classrooms other than the school age classroom. The school age room is on the lower level. 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.

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 are easily accessible to the children.

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The infant room uses cribs to nap. The older children use cots to nap.

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 available for review in each classroom.

Daily sheets are maintained for the children under the age of two. The current form being used does not have a spot to document the child's mood/disposition and it does not have a spot to document the child's activities. This is required for children under the age of two. Please update this form.

There was a phone with emergency numbers in each classroom with the center's address and phone number. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits throughout the center. A daily schedule was posted in each room.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections.

The radon test was completed in August 2026. Results were above EPA guidelines. It was determined that the fan was broken and this had been repaired. They are going to re-test the classrooms. Each program room must be tested. The program does not have a radon mitigation system.

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 and near the ramp on the lower level. The fire marshal inspection occurred on 07/06/26.

The center participates in the Child and Adult Care Food Program (CACFP). The center provides breakfast, lunch and an afternoon snack. Lunch is delivered to the center from the Northeast Iowa Community College (NICC) kitchen. The center makes breakfast and the afternoon snack. The children are being served their food. All the children eat in the "commons" area except for the infants. The commons space is set up as a large dining room. A new menu is prepared each week. Menus were posted. Cindy Howland is the cook.

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 thermometers were present.

The kitchen was observed to be clean and organized. There are a chest freezer and two refrigerators. There were thermometers 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 uses Clean Smart Hospital Grade Disinfectant to sanitize food table and disinfect the changing tables. This has a one minute dwell time to sanitize and it requires a ten minute dwell time to disinfect. This is a long time to wait between diaper changes. If you continue to use this product, please make staff members aware of the dwell time and make sure the changing tables remain visibly wet for ten minutes.

I observed and/or discussed diaper changes in each of the rooms. Proper procedures are followed in the one year old room and the two and three year old room. In the infant room the staff member did not wash the hands of the very young infants and only used wet wipes. She washed the hands of the older infants. Additionally, she wiped the disinfectant off right away. It must stay visibly wet on the changing table for ten minutes to disinfect the table.

Handwashing and diaper changing procedures were posted in all the mandated areas.

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 and school age children. The two-year-old children can also use the large area. There is no fall surfacing because the playgrounds are completely natural and there is no equipment with a fall eight greater than 18 inches. The grass in all the playground areas need mowed. This was cited in last year's report also and must be corrected.

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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.

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 structure for shade but the tarp was not out during my visit.

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's files were reviewed at the time of the licensing visit. I reviewed six children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor's and dentist's name, phone number and complete street address must be provided. One file did not provide any dental emergency contact information and one file did not provide the doctor's phone number. One file did not have a physical. One immunization certificate was invalid because it was not on the mandated HHS immunization certificate.

I reviewed two staff files. The center is waiting for the results of their fingerprints. One staff member did not have an updated mandatory reporter training. She has been trying to take the training but continues to have problems logging in. You should contact Erin Clancy if you continue to have problems.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

2. Identify Observed Strengths of the program

Ms. Hjerleid is a terrific leader who builds good relationships with the staff members and leads by example. She fights for the program and the staff members.

The staff members were interacting with the children at their level. In the infant room the staff members were great at multi-tasking and had great teamwork. They had good communication with one another. Soothing music was playing near the cribs. They worked on tummy time and provided attention to all the children. The staff member in the one year old room was sitting on the floor with the children. She was nurturing and attentive. She was holding children on their laps. She was actively engaged with the children in activities. In the two and three year old room the children were playing outside. One staff member brought a group of children in to use the bathroom and start diaper changes. When the rest of the classroom returned a staff member read the children a book as they waited to use the bathroom. The children enjoyed the book and interacted by yelling out the words of the story. They used positive redirection when necessary. Staff members had good teamwork and modeled good manners. Staff members visited the butterfly garden on campus earlier in the day.

Ms. Hjerleid states every day is different and the staff members adapt easily and without a lot of chaos.

Ms. Hjerleid states things are running smoothly, they have a great group of staff members and they do not have drama. She states they adapt well to changes even when they do not agree with them.

The program has one staff member on the WAGES program. No one is currently using the TEACH program.

The center is a bus stop for school aged children.

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

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

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

3. Identify the aspects that fall below the standard

109.9(1)c: 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.
One staff member did not have an updated mandatory reporter training. She has been trying to take the training but continues to have problems logging in. You should contact Erin Clancy if you continue to have problems.

109.9(2)d: 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.
Files must contain emergency contact information for the doctor and dentist of each child. The doctor's and dentist's name, phone number and complete street address must be provided. One file did not provide any dental emergency contact information and one file did not provide the doctor's phone number.

109.9(2)h: Signed and dated valid Certificate of Immunization, Certificate of Immunization Exemption, or Provisional Certificate of Immunization, provided by the department must be on file for each child enrolled as required by Iowa Administrative Code 641—7.
One immunization certificate was invalid because it was not on the mandated HHS immunization certificate.

109.9(2)i: 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, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
One file did not have a physical.

109.9(3): Daily written records are maintained for each child under two years of age and include: The time periods in which the child has slept. The amount of food consumed and the times at which the child has eaten. The time of and any irregularities in the child's elimination patterns. The general disposition of the child. A general summary of the activities in which the child participated.
Daily sheets are maintained for the children under the age of two. The current form being used does not have a spot to document the child's mood/disposition and it does not have a spot to document the child's activities. This is required for children under the age of two. Please update this form.

109.11(4)a: Center must have safe outdoor program area adjacent to the center, with sufficient square footage to accommodate at least 30 percent of the enrollment capacity at any one time at 75 spear feet per child. Outdoor space must:Be free from litter and unsafe materials and free from contamination by the drainage or ponding of sewage or storm water.Include safe play equipment and an area of shade.Include fencing to protect from bodies of water or vehicular traffic.
The grass in all the playground areas need mowed. This was cited in last year's report also and must be corrected.

109.12(4)b: Each infant and toddler shall be diapered in a sanitary manner as frequently as needed at a central diapering area. Diapering, sanitation, and hand-washing procedures shall be posted and implemented in every diapering area. There shall be at least one changing table for every 15 infants.
In the infant room the staff member did not wash the hands of the very young infants and only used wet wipes. She washed the hands of the older infants. Additionally, she wiped the disinfectant off right away. It must stay visibly wet on the changing table for ten minutes to disinfect the table.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

N/A

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5. Special Notes/Recommendations

A full license is issued for the remainder of the licensing period. All HHS licensing standards and procedures must be maintained during the renewal period.

Targeted Assessment: Behavior Management:
I discussed with Ms. Hjerleid her oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance. Ms. Hjerleid states they talk about this at staff meetings and she also has one on one meetings with staff members. They plan together to address behavior concerns. Staff members call for help from her or whoever is in charge when they are frustrated and someone will step in for them. Ms. Hjerleid states she models how to handle situations in the classrooms and they have conversations with the parents.

Ms. Hjerleid states she monitors the situation by visiting all the rooms frequently. She also listens from the office and can usually hear what goes on in the rooms.

Date: 09/22/2026

HHS Licensing Consultant: Becky Frost

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.