

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

Name of Center: Wapsie Valley Elem-Readlyn Latchkey Program **Enrollment:** 18 **License ID No. (Reapplications)** 46518

Street: 200 E 4th St **City:** Readlyn Iowa **Zip** 50668 **County:** Bremer

Mailing Address: 200 E 4th St, Readlyn, IA, 50668

Director's Name: Josh Sinram **Phone Number:** 319-279-3323

On-Site Supervisor(s): Courtney Hesse **E-Mail:** jsinram@wapsievalleyschools.org

Date(s) of Visit: 02-21-2018

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:** 02-01-2018

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

Date Inspected: 02-16-2016

Comments : Compliance on 03/07/16.

LICENSE TYPE: X **Child Care** **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 Preschool-Age X School-Age

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round 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	0	30	30
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 03-01-2018 to 03-01-2020
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost

Date: 02-28-2018

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 02/21/18 I made an unannounced licensing visit to Wapsie Valley Elementary-Readlyn Latchkey Program in Readlyn. I spoke with Josh Sinram, the director and principal of the elementary school. I also met with Courtney Hesse, the on-site supervisor. Ms. Hesse owns Precious Miracles, a child care center in Readlyn. The school and Ms. Hesse have collaborated so that she manages the after school program in the school. The program employs three staff members (who are also employees of Precious Miracles).

The program is located in Wapsie Valley Elementary in Readlyn. The program was given permission to open on 12/30/15. The program operates out of the gym/cafeteria. The after school program operates Monday through Friday from 3:00-5:00 pm. It serves only school-aged children. The program typically only operates the program in the afternoon during the school year. They do use the gym in the morning when there is a two hour delay and when school is canceled. They will also use the gym 7:00 am until 5:00 pm during the summer hours. There are currently 18 children enrolled.

The gym/cafeteria is an open space that allows for free play and organized activities. Artificial lighting is used. The centers observed include games, table toys, transportation, art and Legos. Materials were in good condition. Centers are stored in a storage closet in the gym.

The program uses two bathrooms directly across the hall from the gym/cafeteria. The girl's bathroom has seven toilets and the boy's bathroom has three toilets and four urinals. There are two birdbath sinks located outside of the bathrooms. Handwashing procedures were posted. There is a water fountain in this area also.

Staff members use cell phones as their means of contact with parents. Emergency numbers were posted. Please add the poison control number to the posting. Emergency fire and tornado procedures were posted by all the doors and exits. Please add diagrams of the emergency routes near all of the doors also. A daily schedule was posted.

The program was in ratio during my visit. The parent board was not displayed when I arrived for the visit. This must be out every day. You must add emergency numbers to the posting on the parent board. You must post the fire and tornado emergency evacuation diagrams by all of the exits from the gym.

I reviewed documentation of monthly fire and tornado drills. I reviewed playground inspections. Radon testing, a fuel burning inspection and a carbon monoxide detector are not necessary because the program is exempt from environmental assessments as a before and after school program that serves only school-aged children and located in a public school building. Outlets were protected. The fire marshal inspection occurred on 02/16/16, with compliance on 03/07/16.

Staff and children files were reviewed at the time of the licensing visit. I reviewed eight children files. One file did not have a physical/signed health statement or the permission to pick up form.

I reviewed two staff files. One file did not have a signed employee statement, a SING background check, a physical or fingerprint results. The SING check and fingerprints must be completed immediately.

I also reviewed program handbooks. Please update your professional development policy to reflect the mandated changes that occurred as of October 1, 2016. Emergency Preparedness plans have been completed.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Hesse states the program provides a great service to the parents. Since they added a school-aged program at the school more children are excited about going to care and parents appreciate this. The children enjoy it more than being at the child care center because they can run around and burn off energy and be loud.

The program offers the children time for homework.

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

109.4(3)b: Postings are required for: Mandatory reporter requirements. Notice of availability of handbook. Program activities. These shall be posted in area frequented by parents or public.

The parent board was not displayed when I arrived for my visit. This was CORRECTED while I was there. This must be placed out every day.

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: 1

One staff member did not have a signed employee statement.

109.9(1)b: All files contain: A signed copy of DHS Criminal History Record Check, Form B, that was submitted prior to employment. 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: 1

One staff member did not have a SING background check or fingerprint results in their file. This must be completed immediately.

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

One staff member did not have a physical on file.

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

Number not in compliance: 1

One child did not have information on who has permission to pick the child up.

109.10(1)b: School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions.

Number not in compliance: 1

One child did not have a signed health statement.

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.

You must add emergency numbers to the posting on the parent board. You must post the fire and tornado emergency evacuation diagrams by all of the exits from the gym.

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.

*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.

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