Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: SCICAP-Osceola Head Start

Provider No.: 36893

Address: 2500 College Drive, Osceola, IA, 50213

County: Clarke

Director's Name: Jennifer Mitchell

On-Site Supervisor: Kelly Milne

Phone Number: 6413421088

E-Mail: jmitchell@scicap.org

HHS Visit Date: 10/01/2026

Licensing Period: 10/01/2025 to 10/01/2027

Fire Inspection:

Date Inspected: 09/20/2024

Comments: due every 3 years, performed by Seth Jones, DIAL Fire Inspector

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 3

- [ ] Accrediation

Program Duration:

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

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		6:00 AM to 6:00 PM	
Tuesday		6:00 AM to 6:00 PM	
Wednesday		6:00 AM to 6:00 AM	
Thursday		6:00 AM to 6:00 AM	
Friday		6:00 AM to 6:00 PM	
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			48		48
Summer					0

1. Basic Overview

SCICAP Head Start Osceola is a Head Start program administered by SCICAP. The program is on the edge of Osceola and shares a building with another childcare program. This is a locked door facility. This programs operates on a school year schedule. They offer two classrooms of a full day program. Wrap around care is provided Monday-Thursday from 6-8 am, and 3-6 pm. On Friday's there is no Head Start, but the children who use the wrap-around program can attend from 6am-6pm.

Jennifer Mitchell was appointed program Director in 2023 and also oversees several other Head Start sites in the SCICAP area. Kelly Milne is the on site supervisor (2022 and employed with HS since 2021). She is present daily. Prior to that she worked at Head Start in Minnesota. She meets the points for this position. Each teacher has a classroom aide. All employees are over 18 years of age.

The program has two classrooms, and each room has a capacity of 24 children. Each classroom has two toilets and two sinks, plus another sink in the program area of the room. The rooms have activity centers arranged throughout them.

A parent board is located outside each classroom. Current lesson plans were posted. A weekly newsletter in both English and Spanish was also on the parent board. The newsletter reviews what the children did that week, and what they will be doing in the following week. Creative Curriculum and Teaching Strategies Gold is used for the curriculum. Head Start conducts two home visits and two conferences during the school year.

I conducted an unannounced licensing visited on 10/1/26. The visit consisted of classroom and building area review and observations of nutritional practices, health and safety practices, playground observation, field trip and transportation

practices, and administrative review.

Program NUTRITION:

This program participates in the federal food program. The children in the full day program receive breakfast, lunch and an afternoon snack. Ten week rotating menus are prepared by the Village staff The facility kitchen is used and meals are prepared by the Village cook. . Food items are stored according to NHSPS guidelines. Thermometers are located in both refrigerators and the temperatures are recorded. Children eat meals family style in the classrooms. Snacks are eaten in the classrooms. The staff sit and eat with the children.

A late PM snack is served to children in the WRAP program. Head Start provides this snack.

Program HEALTH AND SAFETY:

Medication procedures were reviewed. We discussed that any child with allergies/asthma/health issues must have an action plan on file. Each classroom has a fully stocked first aid kit. Fire and tornado drills are practiced and documented monthly. This facility is all electric so does not require a fuel burning test of the furnace. Carbon monoxide detectors are in each room. Radon testing is conducted at least every 6 years. Testing results were under 4 pci/L. When napping the light in the room should be adequate so that a person coming in from outside the room can see all children.

Fire and tornado drills should be conducted each month.

All cabinets have child safe locks on them. Cleaners were inaccessible during the visit. Ventilation is in both restrooms. Each classroom has large windows and lighting is adequate.

Recently children were admitted with allergies and asthma. OSS Milne is working with parents to get allergy and action plans signed by a physician. These will be posted in the classrooms so staff know how to react in case of an allergic reaction.

Program PLAYGROUND:

The playground is a fenced in large open grassy area with climbing equipment directly behind the building Sidewalks are available. . The children have a large space for gross motor play. A mud kitchen, a sand digger, airplane teeter totter, climbing dome and ground level slides are available for child play. A large umbrella and 2 wooden structures provide shade.

Monthly playground inspections are documented. Head Start installed climbing equipment when they relocated. It is in good condition with no safety issues noted. The Child Care Weather Watch is consulted when outdoor play is questionable due to varying weather conditions. A first aid kit and emergency contacts and medication are taken outdoors. Emergency medications will be taken outdoors as well. Fall surfacing is of adequate depth beneath climbing equipment.

Program TRANSPORTATION/FIELD TRIPS:

This program does not take field trips. Parents or Sothern Iowa Trolley provides transportation to and from the program. Staff accompany children .on the trolley. A first aid kit and emergency contacts and medication are taken on the trolley.

Program ADMINISTRATIVE RECORDS:

Required postings were observed in the hallway and on the parent boards. This includes the license certificate, consultant contact information, mandatory reporter notice, no smoking signage, and evacuation diagrams. Lesson plans, newsletters, and menus were also posted.

Child files are reviewed annually including updated physicals, immunizations, emergency contacts, pick up authorizations and field trip authorizations. OSS Milne also serves as the Family Service Worker and keeps track of child files. The program has 30 days from enrollment to collect all child file information.

Staff files are maintained at the administrative SCICAP offices in Chariton and reviewed annually. This site employs

approximately 7 staff. Central Office provides HHS with staff information each year. Jennifer Mitchell, SCICAP Head Start/EHS, Director of Head Start/EHS Operations, provided HHS with staff records on 10/26/26. It should be noted that SCICAP has a history of excellent record keeping and compliance with staff training has never been an issue. Files have contained all required paperwork and documentation and training certificates in the past. All staff are up to due on all training and background check and physical requirements. All staff have more than required professional development hours for the year.

Written emergency policies and procedures should be reviewed with staff annually regarding site specific policies. The site emergency preparedness plan contained all required information. All staff were trained in August 2026 on the plan and signed and date acknowledgement of such.

2. Identify Observed Strengths of the program

Staff use sign language frequently.

Two stand-alone storm shelters were built that can withstand an F-5 tornado. They contain a ventilation system so they could stay inside for a period of time if necessary.

All staff are med management certified.

3. Identify the aspects that fall below the standard

1. 109.9(2)k: Any child with special health needs, a written emergency plan. Copy shall accompany child if they leave the premises. An allergy action plan (kiwi) should be placed in the room with the child for staff to refer to. An asthma action plan is needed. The OSS agreed to ensure these two things were completed. CCNC Heather d'Auteuilhdauteuil may be contacted for assistance with these tasks.

2. 109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. Sufficient cooling. Equipment placed in the program area is maintained so as not to result in injury to the children. Trim is falling off in the child restrooms due to urine, the wall is also decomposing, flooring in the restroom is also urine stained and the stains will not come out with daily cleaning. Some of these issues are due to toilets flooding as well.

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

5. Special Notes/Recommendations

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website for more information. http://idph.iowa.gov/hcci/consultants. CCNC Heather d'Auteuilhdauteuil@maturaia.org is your CCNC.

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the DHS regulations, IQ4K, preschool concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website for

CHILD CARE CENTER ANNUAL EVALUATION

more information: http://www.iowaccrr.org Michelle Greenough is your consultant.

Consultant Greenough reports she has frequent contact with Director Jen Mitchell and that the two agencies have a good working relationship.

Date: 10/26/2026

HHS Licensing Consultant: Jill Seibert

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**.