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

Name of Center: The Learning Tree Childcare Center **Enrollment:** 16 **License ID No. (Reapplications)** 52223

Street: 515 Main ST **City:** Lansing Iowa **Zip** 52151 **County:** Allamakee

Mailing Address: PO Box 105, Lansing, IA, 52151

Director's Name: Jenny Cole **Phone Number:** 563-538-6228

On-Site Supervisor(s): Jenny Cole **E-Mail:** thelearningtreeccdirector@gmail.com

Date(s) of Visit: 09-21-2023

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:** 05-22-2023

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

Date Inspected: 08-15-2023

Comments :

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

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

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-22-2023 to 10-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 09-26-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 09/21/23 I made an unannounced licensing visit to The Learning Tree Childcare Center in Lansing. I met with Jenny Cole, the director and lead teacher. Ms. Cole started with the program in August 2023. She has a BA in family services and a master's degree in public administration. She has previous experience in a childcare center. Abby Burnes is the assistant teacher in the classroom.

The program was given permission to open on 08/22/23. The program offers a three-year-old preschool class on Tuesday and Thursday. The core hours of the class are 8:10 am until 3:15 pm. Wrap around cared is offered before and after the class so the program hours are 7:00 am until 5:30 pm. There are 16 children enrolled in the program. The program will only operate during the school year.

They are operating out of a single classroom in the basement of the public library. I observed the classroom. Windows provide natural lighting and artificial lighting is also used. The room is decorated with pictures of the children and posters to assist the children with the learning process, such as the alphabet and colors. 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, Lego/blocks, table toys, puzzles, transportation, play dough, art, dramatic play, math, science/discovery, magnets, 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 were easily accessible to the children. Secure the electrical cord for the light table to the wall so the children do not have access to it.

The program uses a play-based curriculum and a variety of resources are used to develop lesson plans. Parent-teacher conferences are offered a minimum of once each year. A permanent assessment portfolio is going to be developed and maintained for each child. A lesson plan was available for review.

There is a bathroom with one toilet and one sink and handwashing procedures were posted. There are additional bathrooms in the building.

The children use mats to naps. The parents are providing the mats for their children. It is recommended that mats be at least two inches thick for the comfort of the children. The mats should also have sheets. Bedding is stored separately in each child's cubby.

The program is using their personal cell phones. You must post emergency numbers, that include the poison control phone number and the program's address and phone number. Emergency fire and tornado procedures and an evacuation diagram were posted by the program door. A daily schedule was available. You should post this where parents can see it.

I reviewed documentation of monthly fire and tornado drills. A radon test has not been completed yet. New programs have up to one year to complete the radon test. The program did not have documentation of the fuel burning appliances. Ms.

Cole was going to get this from the library. Ms. Cole thought the carbon monoxide detector was part of the fire system on the ceiling. I asked for documentation to determine if this was accurate. Ms. Cole said she was going to purchase a carbon monoxide detector to make sure one was in the classroom. Outlets were protected. The fire marshal inspection occurred on 08/15/23.

The program has a fenced in grassy area in the front of the classroom. There is not any equipment. They have chalk, dramatic play equipment, a balance beam, blocks and riding toys. There is no climbing equipment so fall surfacing is not necessary. They have poles to put up a tarp, but it was not up during my visit. The program is not maintaining monthly playground inspections. I sent Ms. Cole a form to use. Ms. Cole did not know this was necessary since they did not have any equipment.

The program is not on the Child and Adult Care Food Program (CACFP) as they are a new program. Ms. Cole has started the process to apply for CACFP. They are following the CACFP guidelines. They provide breakfast, lunch and an afternoon snack. The program provides breakfast and snack and lunch is provided by the local school and delivered to the program. The lunch menus were available for review in the classroom. Ms. Cole states she sends out the breakfast and snack menu to the families on the Brightwheel app. Ms. Cole takes the dishes home each night and puts them through her dishwasher. The staff members are dishing the food out for the children, but Ms. Cole would like to move toward using family style. Families are not charged for food. The program has a small refrigerator in the room. You must add a thermometer to it. Not all food items were stored according to NHSPS guidelines. Once a food item is opened it must be stored in a sealed plastic, glass or metal container and be dated.

The program uses bleach and water to sanitize the food tables. Label the bleach bottle and the soap and water bottle.

The program has a first aid kit. Remove the first aid cream and burn gels. These cannot be used on children without a signed medication authorization form. We recommend cleaning the injury with soap and water and putting a band-aid on the injury.

There is not a complete parent board in the entrance. The program did have the Permission to Open Without a License letter posted. You must also post the mandatory reporter poster and the childcare consultant and the handbook availability poster. These items were emailed to Ms. Cole following my visit. The license should be hung in this area once you receive it.

Staff and children files were reviewed at the time of the licensing visit. I reviewed six children files. They were in good condition. There were three invalid immunization certificates. One was not signed and dated by medical personnel and two were not on the Iowa Department of Health certificates. The county nurse was coming to review immunization records the day following my visit and Ms. Cole was going to have her correct these immunizations.

I reviewed two staff files. Both files need to have employee statements signed and placed in their files, otherwise they were in good condition. The employee statement has been emailed to Ms. Cole. A reminder that staff physicals must be on the mandated DHH employee physical form. The form has been emailed to Ms. Cole.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. The discipline policy is in the staff handbook but should also be put in the parent handbook. Emergency Preparedness Plans have been completed.

Staff members were observed to have great interaction with the children. Staff members were enthusiastic and had fun learning activities for the children. For one activity the children were mixing red and blue paint to make purple paint. Staff members provided the children with praise and interacted at the children's level. They had some very active children in the room and they were patient and used positive redirection when necessary. They provided the children with good handwashing reminders and assisted as necessary. They were flexible with their schedule. The children appeared to be comfortable in the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The preschool program offers scholarships if the family is denied Child Care Assistance.

Ms. Cole worked very hard to find a space to start a three-year-old preschool program for the Lansing community.

The preschool program is using the Brightwheel app to communicate with families.

Ms. Cole states she is applying for an IQ4K level of 1. She has taken some of the classes and is in conversation with CCR&R.

Ms. Cole and Ms. Burnes worked well together and had great teamwork. They were both patient and flexible with the very active children in their class.

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

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.
The mandatory reporter poster must be posted on the parent board. A sample has been provided.

109.4(5): Child Care Centers and Preschool Licensing Standards and Procedures shall be available in the center and a notice stating a copy is available for review. Contact information of the child care consultant shall be included in the notice.
My contact information and licensing standard availability must be posted on the parent board. My poster has been provided to the program.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number invalid: 3
There were three invalid immunization certificates. One was not signed and dated by medical personnel and two were not on the Iowa Department of Health certificates. The county nurse was coming to review immunization records the day following my visit and Ms. Cole was going to have her correct these immunizations.

109.11(5): Telephone: Working non-pay phone with posting adjacent for emergency numbers for police, fire, and poison control center. Center street address and phone included in posting.List of emergency numbers for children kept near phone.
You must post emergency numbers, that include the poison control phone number and the program's address and phone number.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.
The program did not have documentation of the fuel burning appliances. Ms. Cole was going to get this from the library. Ms. Cole thought the carbon monoxide detector was part of the fire system on the ceiling. I asked for documentation to determine if this was accurate. Ms. Cole said she was going to purchase a carbon monoxide detector to make sure one was in the classroom.

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 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.