

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

Name of Center: Williamsburg Schools Staff Childcare Center **Enrollment:** 8 **License ID No. (Reapplications):** 52089

Street: 200 Jones Dr **City:** Williamsburg Iowa **Zip:** 52361 **County:** Iowa

Mailing Address: PO Box 120, Williamsburg, IA, 52361

Director's Name: Sara VeVerka **Phone Number:** 319-668-1059

On-Site Supervisor(s): **E-Mail:** sarapetrzelka@williamsburg.k12.ia.us

Date(s) of Visit: 08-16-2023

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:** 08-01-2023

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

Date Inspected: 01-13-2023

Comments : conducted by SFM Kabala, due every three years

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

Financial Type: Profit Non-Profit X NA

Accreditation: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 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>
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LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	8	8	12		28
Summer					0

QRS Rating: N/A

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

Licensing Consultant: Jill Seibert

Date: 08-23-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Williamsburg Schools Staff Childcare Center is located in Williamsburg on the Williamsburg High School campus. The program is owned and operated by Williamsburg District. It consists of classrooms, a kitchen, a dining area and a restroom in a newly remodeled residential home designed specially for childcare.

On 8/17/23 I made an unannounced licensing visit and met with Director VeVerka. A licensing visit was made earlier in the year to observe the program space for Permission to Open. The program opened in August 2023. The center Director of this program is Sara VeVerka. Director Veverka exceeds 100 points required to be Director. She holds a BA from William Penn University and was a Special Education teacher for the School District for 3 years. Prior to that she was in physical education and health at the school. The Director is working with a current staff to become on site supervisor.

The main entrance doors are locked and anyone visiting must be allowed in.

Program Observations:

The classrooms are bright, clean, and attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The curriculum is Creative Curriculum. Interest centers available to the children include: blocks, dramatic play, children's literature, toys and games, puzzles and small manipulatives, music and movement, art, science and discovery, sensory tables..

A parent board is present in the dining room. Books, hard surface toys, and creative dramatics are present in both rooms. Materials were organized and child accessible. The center appears to have an adequate amount of equipment for the children including toys and games, activities that appear to be of high quality.

Center Nutrition Practices Observed:

The program practices family style dining in the classroom. The program is not participating in the CACFP program at this time. Menus are posted. Food was stored appropriately in the refrigerator and freezer. Thermometers were present. No food was expired. All open food was stored in sealed bags or containers. All food items being served should meet CACFP guidelines.

The Director is working with CCNC to purchase an approved sanitizer and disinfectant.

If any child in the program has food allergies, an allergy action plan must be present. Iowa Department of Public Health Child Care Nurse Consultant can assist the center in developing a plan if need arise.

Center Health and Safety:

Prescription and non-prescription medication procedures at the center are in accordance with licensing regulations,

physician directions, and parental consent. A School Nurse is available 5 days a week on campus.

Regulations regarding storage and maintenance of a first aid kit were reviewed. The labeled First Aid Kits were accessible to adults only. All items included from the latest list issued are in the kit. An ill/injured area will be designated.

Regulations regarding environmental testing and the maintenance of any necessary detection equipment were reviewed. A new carbon monoxide detector was purchased and present. In case it should become unplugged, an alarm is sounded. Radon testing is mandatory. Updated testing is due every five years. The recorded level is below 4 pCiL. The Fuel Burning Appliance Inspection is due annually and conducted annually by the Division of Labor Services. The School/childcare are on Rural Water, so water testing is not required. A visual Lead Paint assessment is not required since the building was constructed after 1971. The windows are fairly new and can be opened. Ventilation was not an issue the days of the visits.

General regulations regarding safety were reviewed. There may be volunteers in the future. Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:

- a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
(2) A communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children.
- b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B
(2) Complete Form 470-0643, Request for Child Abuse Information.
(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitutes responsibilities as a mandatory reporter.

We discussed space requirements which are 35 square feet of usable floor space per child. Cabinetry is secured so it is not a potential toppling hazard.

Regulations regarding emergency plans and drills for fire and tornado were reviewed. Drills will be recorded monthly and documentation available for review. Sanitation policies and procedures were discussed. Food waste containers were covered.

The program should annually review IDPH recommendations for sanitizing and disinfecting. The program should use an approved disinfectant in the toileting areas vs. a sanitizer for food surfaces.

Regulations regarding staff and child hand washing were reviewed and hand washing posters and adequate supplies noted. Cribs and cots are spaced at least 2 feet apart when children are sleeping.

Center Playground:

The program utilizes an attached play area with a chain link fence. No commercial equipment is present. We discussed commercial equipment vs. household equipment. The designated outdoor play area is out a side door of the building. The local CCNC may conduct an Injury Prevention Checklist upon request.

All outdoor toys should be inspected and toys discarded or repaired if cracked, chipped or missing pedals, handlebars or other issues that could cause injury. Playground inspections will begin this month. The Child Care Weather Watch is utilized if outdoor play is questionable due to varying weather conditions. This was sent to the Director on 8/21/23 by Child Care Bureau Chief Todd Savage.

The First Aid Kit and emergency contacts are taken out each time the children go for walks or utilize the outdoor play area. Outdoor space requirements are 75 square feet per child. This should be followed when children are playing indoors for gross motor activities.

Center Transportation Arrangements/Field Trips:

The school will provide transportation for the children for field trip purposes in the future if the center so chooses. At this time the program will take walking field trips only. Parents sign field trip authorizations when children are enrolled in the program. First Aid kits and emergency contact information, as well as a CPR certified staff are present on walking field trips. Emergency medication and emergency contacts will be taken. Ratio for field trips will be followed. Walking trips around campus are not considered an actual field trip.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavior Interventions and Supports which establishes a separate behavior intervention plan for each child depending on the level of the child's social skills. Interventions include verbal reminders of appropriate behavior, direct instruction in problem solving skills, redirection, planned ignoring, positive reinforcement of

appropriate behavior, and short time out periods of age appropriate length.

Incident reports will be kept on file. Staff and child records are somewhat complete and well organized. All children have current immunizations and physicals. The children are not allowed to participate in the program without either one. Also reviewed were current emergency contact/pick up authorization information as well as current medical and dental provider information.

All staff for this program have current training. Physicals and criminal background checks have been noted as violations and will be addressed with staff. No staff in the program are under 18 years of age.

Required written policies are provided to parents in the form of a parent handbook. Evacuation of immobile children is in the handbook in the Emergency Preparedness Plan. The handbook also contains a biting policy, limited access policies and unlimited access policies. An Emergency Preparedness Plan for the building has been developed. It is recommended that the center build an emergency preparedness kit in case of emergency. The program has a specific Emergency Preparedness Plan and will train on it annually. They agreed to sign and date acknowledgement of such.

Required postings were present including Mandatory Reporter information, No Smoking signage and the DHS License. The program is aware that communicable disease postings must be present when required. The Child Care Consultant posting was added after the HHS visit.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ratio is excellent.

The program meets a childcare need in the community.

The program is convenient for parents who have younger children that work in the school system.

The program consulted with Child Care Resource & Referral prior to opening. This is evident in the low number of violations

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

1. 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.

2. 109.6(6)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs. On 8/22/23 the Director emailed, "I have one Sing check left which will be done tomorrow morning."

3. 109.6(6)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs. All fingerprints have been sent off." CORRECTED

4. 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: 3 The Director agreed to ensure all staff procured updated physicals.

5. 109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans. The Director agreed to go over the emergency plan for the center and have all staff date and sign acknowledgement of the training.

A technical referral was made to CCR&R in 8/16/2023 to assist with the correction of these violations. Consultant Love reached out to the Director to provide assistance in email format on 8/17/23. She attached the HHS posting in the email. It is recommended that the Director invite Consultant Love to visit the center later in the fall.

V. SPECIAL NOTES/RECOMMENDATIONS:

The center is aware they may access Iowa Department of Public Health Child Care Nurse Consultant Mandi Lauderman and Child Care Resource & Referral Consultant Malia Love on a consistent basis.

DHS 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 Lauderman visited the sister center in March conducting a safe sleep training and medication administration training and this center in May 2023 and conducted a hand washing training. Many staff from both sites were at the trainings offered in each building. They have a visit planned for later this year. CCNC Lauderman made a visit to the center prior to opening and has emailed the program providing information regarding handbooks, etc..

DHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the DHS regulations, QRS, infant/toddler 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 more information: <http://www.iowaccrr.org> Consultant Love reported the following:

Williamsburg Schools Child Care Center(I have made contact 24 times, on site visits below)

1/12/2023: I met with the director and she gave me a tour of the space they are using for care. We discussed some suggestions for placement of items as well as going over Child/Staff File Paperwork, Center Postings, Questions about the checklist and about Policies. I followed up our visit by sending an email to the director with the fillable EP Plan, CCR&R Website Link, Comm 204 and the DHS Licensing Notebook.

7/25/2023: I met with the director to do a walk through and go over paperwork before their initial license visit with HHS. We did a walk-through of the area and I gave suggestions about health and safety items. We then went over staff files, children files, policies and I walked the director through requesting her role in i-Power. I followed up the visit with emails for CACFP resources, EP Plan, and Policies.

Based upon this review, it is recommended that this center begin 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. Violations will be corrected by report of the Director. It is important to note, 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.