

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

Name of Center: Y's Kids at Kingsley **Enrollment:** 48 **License ID No. (Reapplications):** 46511

Street: 201 Sunset Road **City:** Waterloo **Iowa Zip:** 50701 **County:** Black Hawk

Mailing Address: 425 Lafayette St, Waterloo, IA, 50702

Director's Name: Rachel Scott & Mindy Sternhagen **Phone Number:** 319-610-4518

On-Site Supervisor(s): Makayla Andres & Mackenzie Haight **E-Mail:** ywcakids@ywcabhc.org

Date(s) of Visit: 10-24-2017

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:** 10-16-2017

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

Date Inspected: 12-22-2015

Comments :

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: Year-round X 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	60	60
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 12-01-2017 to 12-01-2019
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Becky Frost

Date: 11-30-2017

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 10/24/17 I made an unannounced licensing visit to Y's Kids at Kingsley Elementary in Waterloo. I met with Makayla Andrews, one of the on-site supervisors. Mackenzie Haight is also an on-site supervisor for the program. Rachel Scott and Mindy Sternhagen are the co-directors for the program. Ms. Scott has been with the center since 2000 and has previous child care experience. Ms. Scott has a BA in biology and philosophy. Ms. Sternhagen has been with the program since 2002. She has a BA in Elementary Education and her CDA. The program has three employees present in the morning and two are present in the afternoon.

The program is located in Kingsley Elementary. They primarily operate out of the cafeteria and gym. The before and after school program operates Monday through Friday from 6:30-8:30 am and 3:35-6:00 pm. The program serves children who are in Kindergarten through fifth grade. There are currently 48 children enrolled.

The cafeteria and gym are open spaces that allow for free play and organized activities. There is some natural lighting in the cafeteria. Artificial lighting is used in the gym. The centers observed include art, library, blocks, games, table toys, and transportation. Centers are stored in a large closet in the gym.

The typical schedule for the morning is that children arrive and from 6:30-7:30 am the children are engaged in free play at centers in the cafeteria. At 7:30-8:00 the children have the choice of eating breakfast which is provided by the YWCA or children can play table games. At 8:00 am the children move to the gym for group games. They are released to school at 8:30 am.

The typical schedule for the afternoon is that children arrive to the cafeteria between 3:25-3:40 pm. They wash their hands and eat snack from. The children then read books or they can work on homework for twenty minutes. Ms. Billups states she has tried to incorporate more crafts for the kids, which they do after reading. The children then play outside or in the gym. If the weather or darkness does not allow them to be outside and they cannot use the gym, the children enjoy free play at centers in the cafeteria.

I visited the program during the morning hours. The program was in ratio.

The children use two bathrooms in the hallway. The girl's bathroom has two toilets and a birdbath sink and the boy's bathroom has one toilet, one urinal and a birdbath sink. Handwashing procedures were posted in the girl's bathroom, but must also be posted in the boy's bathroom. There are additional bathrooms located in the school.

The program has a cell phone they use and emergency numbers were programmed in the phone. The programs address and phone numbers were available in the staff binder. Emergency fire and tornado procedures were posted by the main program door in the cafeteria and gym. A daily schedule was posted. An activity calendar was available for review.

I reviewed documentation of monthly fire and tornado drills. 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-age program located in a public school building. Outlets were protected. The fire marshal inspection occurred on 12/22/15.

Staff and children files were reviewed at the time of the licensing visit. I reviewed eight children files and I reviewed three staff files. Children files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. One child file did not provide any dental emergency contact information.

I reviewed staff files on 11/29/17 at the YWCA administrative office. One staff member had an outdated physical.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program meets a need for parents who require care for their children before and after school.

The program is a leader in the field of inclusive childcare.

The program serves a diverse population. They serve children with different ethnic backgrounds, abilities, economic status and social abilities.

Staff members were observed to have terrific interaction with the children during my visit.

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

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

There was one outdated staff physical.

109.9(2)b: 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.

Number not in compliance for dental: 1

Children files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. One child file did not provide any dental emergency contact information.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.

Post handwashing procedures in the boy's bathroom.

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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