

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

Name of Center: Williamsburg Community Child Care Center **Enrollment:** 95 **License ID No. (Reapplications)** 24222

Street: 802 Franklin St **City:** Williamsburg Iowa **Zip** 52361 **County:** Iowa

Mailing Address: PO Box 837, Williamsburg, IA, 52361

Director's Name: Sandra Joseph **Phone Number:** 319-668-9515

On-Site Supervisor(s): Mary Long and Michelle Koenighan **E-Mail:** wburg4cs@gmail.com

Date(s) of Visit: 03-07-2024

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:** 04-04-2024

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

Date Inspected: 11-13-2023

Comments : Completed by State Fire Marshall Steven Sonderleiter. Due every three years.

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

Financial Type: X Profit Non-Profit NA

Accreditation: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care X Special Needs

SCHEDULE: X Year-round 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	24	18	42	78	162
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	FULL license from 05-01-2024 to 05-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert

Date: 04-04-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Williamsburg Community Child Care Center (also called W4Cs) is located in a newly constructed structure built specifically for child care. The center is owned and operated by a community group, Williamsburg Community Child Care Center, Inc. The center merged with K.I.N.D. Care, Inc., a school age child care program located in the same building. Williamsburg Community Child Care Center is located in a residential neighborhood in a facility constructed in 2010. The Center supports programs ages three years through age 12 or through the 6th Grade. The center facilitates 8 classrooms. On 3/7/24 I made an unannounced licensing visit to Williamsburg Community Child Care Center and met with Director Joseph, staff members and administration. At the time of the visit, staff was actively engaged in providing the child care program to the children. The visit consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Ms. Joseph was formerly the program Director and directed K.I.N.D. Care, for many years until the merger. She directed the center until 2017 and came back to the center to direct in 2019. Ms. Joseph has a National Administrator Credential and 31 years of experience in licensed child care centers. Mary Long is the appointed onsite supervisor and has held this position for 6 years. A Business Office Manager assists with many aspects of the business operation. Michelle Koenighain is also qualified as OSS. She has worked in the program since 2022. Several staff in the facility could be designated as a person in charge if the Director or OSS is not present.

Program Observations:

Classrooms divided by age groups. One room is designed specifically for STEM activities. The program offers Blue Horses Preschool (for children age 3 years by 9/15/23) and Purple Cats Preschool (for children age 4 years by 9/15/23). They provide Homework Support after school Monday through Thursday, with opportunities for extended play all week that enriches and supports academic skills. Fridays feature Character Education with plenty of play time afterwards. The center is adding an additional preschool room in the fall.

KIND Care School Year Program: Before & after school with bus transportation to and from Mary Welsh Elementary. Extended care for early out days, no school days, and school delays and closings. Some Kind Care space (upstairs) has been dedicated to a staff office. They participate in the Iowa Quality Preschool programs and have an On-site Curriculum Director.

Center NUTRITION:

The center serves two meals and three snacks that meet or exceed CACFP guidelines and has a center cook fully trained on CACFP. The kitchen is clean and no food was stored on the floor. Each refrigerator or freezer unit contained working thermometers. Opened food or drink was stored appropriately in sealed bags or containers. Two meals and one snack that meet or exceed CACFP guidelines are served daily. The third snack is served to children who have been present for three hours at the end of the day. The center was not aware the third snack must meet CACFP requirements. They have changed this practice since the HHS visit.

Center HEALTH and SAFETY:

Staff appear to be knowledgeable and were helpful and friendly. Radon testing has been conducted within the past five years and results are under 4 pciL. Carbon monoxide detectors are present, are plug in and meet UL standards. Each unit has an expiration date. The center was constructed after 1971 so a lead-based paint assessment is not required.

Fire and tornado drill documentation was present indicating drills were completed each month.

We discussed that staff must be with the children when they are in the restroom together to ensure constant supervision is achieved.

Ventilation, heating and cooling are adequate. The children each have at least 35 square feet each in classrooms. The preschool classrooms contain 15 children each. The majority of the center enrollment is in KIND Care which currently serves approximately 65 children.

Any children with allergies have an allergy action plan posted in their room. All medications are labeled, and medication documentation completed if meds are administered. If controlled substance medications are administered this is recorded in three places. First aid kits are labeled and found in each classroom. Kits are stored inaccessible to children.

Center PLAYGROUND:

The center has a large connected outdoor play area containing climbing equipment. The space is fenced and directly behind/beside the center. The Childcare Outdoor Weather Watch is consulted when weather conditions are questionable for outdoor play. A first aid kit is always taken outdoors along with emergency contacts and medication. The concrete was fixed this past year that was identified as a tripping hazard last year. New turf has been added and the perimeter fence fixed last year.

Monthly playground inspections are documented monthly per my observation.

Center TRANSPORTATION/FIELD TRIPS:

The center does not provide transportation. Walking field trips may be taken around school campus or the community if staff are able to maintain ratio. First aid kits should be taken as well as emergency contacts. Fieldtrip authorizations are signed by parents. The center contracts with the school to provide transportation on field trips.

Center ADMINISTRATIVE RECORDS:

Center Administration:

The center has an On-site Curriculum Director. Daily lesson plans are present. The center provides Creative Curriculum for all children. Dawn Larrin with PBIS visits the program every Tuesday. She is teaching about child mental health and PBIS practice.

All required posting were observed. This includes notice of being mandatory reporters of abuse, contact information for licensing consultant, fire and tornado evacuation diagrams, and no smoking signage. The center has a lengthy parent and staff handbook stating center policies.

Child files and the file tracking sheet are reviewed annually. Parents sign annual updates at the beginning of the school year. Files include immunizations, current physicals (annually), emergency contacts, medical and dental information and pick up authorizations. The county health nurse performed an file audit in January 2024.

Staff files are reviewed annually. Staff are utilizing I POWER. The director keeps an accurate tracking sheet. Reviewed are fingerprints due every 4 years, SING checks due every 2 years, a physical due every 3 years, CPR/1st Aid training due every 2 years, Mandatory Reporter Training (3 years), Universal Precautions training (annually) and professional development training (annually). The center has mostly full-time employees all over 18 years old. Staff under 18 years must be accompanied by adult staff at all times when supervising children.

The discipline policy uses redirection and positive reinforcement.

Incident/injury reports are documented and kept in the child file.

Emergency policies and procedures are being reviewed every year. Staff sign and date acknowledgment of such.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center provides health and safety reports detailing building issues and illness tracking to the Board of Directors bi-monthly.

The center emphasizes parental participation in board meetings, center improvement committees, and center fund raising activities.

The center sends a quarterly newsletter to parents.

The center has applied for IQ4K Level 1.

The center provides vision screening services to the children in cooperation with the local Lions Club.

The center provides hearing screening services to the children in cooperation with the local AEA.

The center provides dental screening and fluoride varnish services to the children in cooperation with Iowa County Department of Public Health.

The center provides physical, emotional, and social development monitoring of the children with Ages and Stages Questionnaire.

The center has a curriculum director.

All staff took a Safe Sleep class in November 2018 with CCNC Mandi Lauderman.

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

1. 109.15(1) Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines. Staff shall provide supervision at table during snacks and meals.

Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep. The third snack is served to children who have been present for three hours at the end of the day. The center was not aware the third snack must meet CACFP requirements. They have changed this practice since the HHS visit. (CORRECTED)

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.

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. Violations will be corrected by report of the Director and OSS. It is important to note, all DHS 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 Lauderman visited the sister center last March conducting a safe sleep training and medication administration training and in May 2023 to conduct a hand washing training. Many staff from both sites were at the trainings offered in each building last year. CCNCC Lauderman has frequent contact with the program.

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the HHS 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>

CCR&R Consultant Malia Love provided the following the past year:

W4C's Original (Made contact 15 times in the last year, on site visits below)

1/17/23- Discussed Policies and Staffing. Was good on staff at the time. This was an IQ4K visit so we did not tour the building

7/25/23 Met and went over staffing and training here as well

The Director has invited CCR&R to drop in unannounced at any time.

*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.