Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: NEICAC-Monona Head Start

Provider No.: 18185

Address: 704 S Page St, Monona, IA, 52159

County: Clayton

Director's Name: Sharon Burke

On-Site Supervisor: Sheena Bouzek

Phone Number: 5635392008

E-Mail: sburke@neicac.org

HHS Visit Date: 04/15/2026

Licensing Period: 05/01/2025 to 05/01/2027

Fire Inspection:

Date Inspected: 03/25/2024

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 2

- [X] Accrediation — Comments: IQ4K Level 2

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8:15 AM to 2:15 PM	
Tuesday		8:15 AM to 2:15 PM	
Wednesday		8:15 AM to 2:15 PM	
Thursday		8:15 AM to 2:15 PM	
Friday		8:15 AM to 2:15 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	0	0	20	0	20
Summer					0

1. Basic Overview

On 04/15/26 I made an unannounced off year licensing visit to NEICAC-Monona Head Start. I met with Amy Moore, the program manager. I also met with Sheena Bouzek, the on-site supervisor. Ms. Bouzek has an AA in early childhood. She started back as the on-site supervisor in May 2023. She previously worked at the Monona Head Start from 2001 until 2012. She was also an on-site supervisor at a childcare in Postville and at the Head Start in Waukon. Tara Schultz is the co-teacher in the classroom. Ms. Schultz has her CDA and has been with the program for 25 years. Sharon Burke is the director of the NEICAC Early Childhood Programs. Her office is in Decorah. Christine Clagg is the family worker for the program.

The Head Start program is in a classroom in the Little Bulldog Childcare Center in Monona. The childcare center is a community project and was built as a wing to the school. The location is convenient for parents with children attending the school. The program operates Monday through Friday from 8:15 am until 2:15 pm. A school bus provides transportation for children enrolled in the program who are four years old. There are currently 14 children enrolled.

The program operates out of one classroom. An inspection of the classroom was completed. Windows provide natural lighting. The room is decorated with pictures of the children and their families, the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. 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, games, puzzles, transportation, computer, art, dramatic play, listening, writing, math, science/discovery, woodworking, 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 are easily

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accessible to the children.

There is a restroom in the classroom that has two toilets and one sink. There are also an adult sink and a child sink in the classroom. Handwashing procedures were posted in all locations. Cots are used to nap. Diaper changing procedures are posted in the bathroom in case of accidents.

The program uses the Creative Curriculum, Handwriting Without Tears, Heggerty Phonemic Awareness, Second Step, Mighty Minutes, and Jolly Phonics to prepare lesson plans. GOLD assessments are completed on each child. They complete ASQ assessments on all children and the Brigance Screening tool is used. Activities are based on studies. The length of the study depends on the topic and the children's interest level. There is also a weekly nutrition activity for the children. The program uses Healthy Kids and participates in the Farm to Early Care and Education program (F2ECE). Monthly newsletters are provided to parents to inform them of studies, activities and special dates. There is an Epson projector in the room.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. They implement a new PBIS topic each month in the classroom and information is sent home to parents so they can utilize the tools at home as well. The program also uses solution kits in the classroom. This allows staff members to use flash cards with visual choices so children can try to solve their own problems. The program partners with Keystone AEA to provide services to children with identified needs. The children receive hearing, vision, dental, and speech screenings.

The center participates in the Child and Adult Care Food Program (CACFP). The program provides breakfast, lunch and an afternoon snack. Breakfast and lunch are prepared by the MFL MarMac School System and snack is prepared by Head Start staff members. They eat in the classroom and meals are served family style. During the last two months of school, they will eat lunch in the school cafeteria to help prepare children for Kindergarten. Dishes are returned to the childcare kitchen to be washed and sanitized.

There is a refrigerator in the room and thermometers were present. The school provides monthly menus for breakfast and lunch and Head Start prepares monthly snack menus. Menus were posted. Allergies are confidentially posted. Food items were stored according to NHSPS guidelines.

The program uses SaniDate Hard Surface Sanitizer to sanitize the food tables. Oxivir Tb is used to sanitize toys and classroom materials. Each product has a one-minute dwell time.

There was a phone with emergency numbers and the program's address and phone number in the classroom. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program door and outdoor exit in the classroom. A daily schedule was posted, and a lesson plan was available for review.

I reviewed documentation of monthly fire and tornado drills. The program also practices monthly intruder drills and bus drills three times each year. Monthly playground inspections are completed electronically. A radon test was completed in December 2025 and is good for five years. Radon results were within EPA guidelines. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is outside of the classroom near the cubbies. Outlets were protected. The fire marshal inspection occurred on 03/25/24.

The parent information is located on a bulletin board outside the classroom. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance. Resources are available for parents.

The program has use of two outside areas. Both areas are fenced in. The area at the front of the center has rubber tiles and woodchips for surface cushioning and offers smaller equipment for the children. There are rocking toys and a small piece of climbing equipment. There is a sandbox, playhouses, dramatic play items, a basketball hoop and chalk boards. There are picnic tables for the children to rest. Trees provide shade.

There is a second area at the back of the program. Rubber tiles are used for surface cushioning. There are swings and climbing equipment, including slides, games and a bicycle merry-go-round. There is a small grassy area. There is limited shade in this area.

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2. Identify Observed Strengths of the program

The staff members have worked as a team for many years and it shows in their routine and how they interact with the children. They know what to do in the classroom without any communication with one another. They have fantastic interaction with the children. They are positive and upbeat even while dealing with difficult behaviors. They interact with the children at their level. They have fun and educational activities for the children. They used play to talk with the children about colors. They provide the children with praise and use positive redirection/PBIS skills when necessary. They were nurturing when children were upset. Staff members provide clear and easy to understand directions. They are patient and provide a calming atmosphere for the children. They kept the children occupied during transitions and sang directions to engage the children.

Ms. Moore states the staff members receive a lot of training. They want to learn more about autism in future trainings.

Ms. Moore states the staff members ask for what they need. They are trying to include more science and math lessons.

Ms. Moore states Head Start has a behavior specialist, Missy Holohan, who visits all the rooms and she will come to meetings to answer staff questions.

Ms. Moore states Sharon Burke is very open and accommodating to their needs. She is willing to step in and "get her feet dirty".

The program has an IQ4K level of 2 that expires on 09/30/27.

The program is in a secure building. There is a camera in the room.

The program takes a couple of local waling field trips during the school year.

The program receives resources to use with the children from Keystone AEA.

The program has a private Facebook page to communicate with parents. They also share pictures of the children on the site so families can see the children enjoying themselves throughout the day in different activities. Parents like the page.

3. Identify the aspects that fall below the standard

N/A

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

N/A

5. Special Notes/Recommendations

A full license is issued for the remainder of the licensing period. All HHS licensing standards and procedures must be maintained during the renewal period.

An administrative change is being made to change the schedule to "School-Year" and the hours to 8:15 am until 2:15 pm.

Targeted Assessment: Behavior Management:
I discussed with Amy Moore, the program manager, the oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance. Ms. Moore states they talk with staff members about "tagging out" if they feel frustrated so the situation can be deescalated. She states at their in-service meetings they discuss what they can do with PBIS and how children know when they are frustrated. They tell staff members it is okay to tag out and switch positions with another staff member. Walk the child to a calm down corner. She states she visits each site and monitors the staff members and she models how to deal with situations for staff. She tells staff members to be aware of their feelings and to ask for help.

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Date: 04/28/2026

HHS Licensing Consultant: Becky Frost

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**.