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

Name of Center: Stevie's Busy Bees **Enrollment:** 65 **License ID No. (Reapplications)** 52114

Street: 4502 Avenue O STE 18 **City:** Fort Madison Iowa **Zip** 52627 **County:** Lee

Mailing Address: 4502 AVE O STE 18, Fort Madison, IA, 52627

Director's Name: Stevie Bethurem **Phone Number:** 319-250-9108

On-Site Supervisor(s): Nicole Rife **E-Mail:** steviesbusybees@gmail.com

Date(s) of Visit: 03-26-2024, 05-24-2024, 09-15-2023

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** X **Administrative Change**

LICENSING VISITS

X **New Application** **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 03-01-2023

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

Date Inspected: 05-24-2024

Comments : due annually and performed by Fort Madison Fire Department Joey Herren

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

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

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

Get-Well X Evening Care X Special Needs

SCHEDULE: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	16	12	13	82	123
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2024 to 05-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 06-03-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Stevie's Busy Bees is a full day childcare center that opened in March 2023. The center is located in several classrooms in the Lohi Mall building on a busy thorough fare in Ft. Madison. Stevie Bethurem is the owner of this center. The center serves children ages infancy through school age children Monday through Saturday. Director Stevie Bethurem formerly provided in home childcare. A site visit conducted on 3/21/2023 determined the program criteria and was given permission to open with a total capacity of 30 without a license on 3/27/2023. Capacity was later increased to 63 as rooms were added and finished.

Unannounced licensing visits were completed on 5/15/23 and 7/14/23. Another visit due to a complaint was made on 7/27/23. A Corrective Action Plan was implemented at that time. HHS phoned the program on 8/21/23 offering support and monitoring progress with the Corrective Action Plan for the center. HHS, CCR&R and IDPH have also provided support services via email, zoom and in person. Another complaint visit was conducted on 9/15/23. All program areas were observed on both visits. The OSS was also present during the visits. We discussed program violations and strengths on both visits. Other visits have been made to the program in 2024 regarding complaints and visits to offer consultation so that the program might make adjustments with the goal of returning to full licensure. Consultants Rachel Salsbury and Seibert visited the program together in January 2024 on a complaint visit. Consultants Heidi Brown and Seibert visited in March 2024 to provide general consultation and to assist the center on working toward full licensure. The last licensing visit was conducted on 5/24/24. All program areas and the new addition were observed on that date.

Center Nutrition:

The center has a small kitchen area. The center does not currently participate in the CACFP program. However, the OSS is taking classes and has a mentor for the program she is working with to learn program rule. Menus were available on both visits and did not meet requirements on either visit. Administration changed menus to ensure all foods meet CACFP guidelines. When foods are substituted, this should be reflected on the posted menus. Food storage met safe food storage guidelines. No expired food items were expired or stored on the floor. Each refrigeration and freezer unit contained thermometers. Food was out in the kitchen area during the visit. Any food allergies are posted and diet modification forms and allergy action plans are present. A new larger kitchen has been added in May 2024.

Center Health and Safety:

HHS recommended primary care groups are implemented in each classroom. Ratio was met and maintained throughout the March and May 2024 visits.

Rule states, "At least one staff shall be present in every room. At least one staff is present in every room where children are resting. If ratio reduced to one staff per room during nap time, does not exceed one hour and ratio in center is still maintained. Ratio in infant rooms is always maintained. Two adults are present more than 8 children are on the premises. Children between 18 months and 3 years of age may be combined, if appropriate to the developmental needs of the child. If a child under 2 years is combined, the staff ratio of 1 to 7 shall be maintained, otherwise staff ratio may be determined by

the age of majority of the children in the group."

Labeled first aid kits contain items to provide basic first aid. Medication is stored out of the reach of children. Emergency medication should not be locked. The program is aware of this and is following this practice.

Radon testing was conducted in February 2023 and results were under 4 pci/L. Testing should be conducted in the winter months when the ground is frozen within 5 years. The center is compliant with UL approved plug in carbon monoxide detectors on opposite ends of the building. Any fuel burning appliances in the center require an annual inspection. The center does not currently contain fuel burning appliances. The heater is electric. CCR&R, HHS and IDPH have made suggestions regarding room arrangement to best meet the ages of the children.

New vinyl flooring has been installed in every room.

The center has a small kitchen area separate from the classrooms. The center kitchen must have a separation between the children and the kitchen area. Children should not have access to the kitchen area. The new kitchen in the school age area has a natural half wall boundary.

Tornado and fire drills are conducted and documented monthly per my observation.

Each restroom has ventilation. Capacity for restrooms 1:15, classroom space (35 square feet of useable floor space per child) and outdoor play are (75 square feet of useable floor space) are met. Capacity and ratio signs should be posted in each room.

Sanitation, illness and other health and safety issues can be staffed with CCNC Amy Hayes.

Safe Sleep was cited in the past but has been corrected. Safe Sleep violations were not observed on visits made to the center in May and July. On 7/19/23 the Director agreed to remove all blankets from the infant room. During the May visit all infants in both rooms were asleep on their stomach. Staff and administration indicated all babies were placed on their backs and rolled over. This consultant talked with staff and administration about babies being put on their backs to sleep. HHS encouraged administration to review video tape ensuring staff are placing infants on backs to sleep.

Center Outdoor Play Area:

The center has an outdoor play area in the back of the building. The outdoor play has two sections separated by a chain link fence. An additional space is present on the landing above the preschool age play area housing a garden area. Fifteen children can be in this space simultaneously. The infant landing area can hold four infants. The infant sand area has capacity for 8 infants. The preschool age sand area has capacity for 13 children. Gaps on the fence between 3.5-9 inches could pose as entrapment hazards. Caps on the fence should be cut less than two thread bolts or covered so they are not puncture hazards. The center utilizes the Child Care Weather Watch to determine if outdoor play is appropriate in questionable weather conditions. Both areas have sand surfacing. The area for younger children has a shade cover. Both sections are immediately behind the center and can be accessed through the back doors of the center. A ramp has been installed behind the building for easy exit and to accommodate fire code.

Areas are separated by fencing so that older children and younger children are not mixed. Several pieces of playground equipment are available including a caterpillar, a small picnic table, etc.. A new larger space has been added to accommodate increasing slots for school age children. The area is fenced, has barricades and a privacy fence. The Child Care Weather Watch is consulted when weather conditions are questionable for outdoor play. The area is surfaced with sand. Shad must be provided.

The outdoor play inspections are conducted and documented monthly. A first aid kit and emergency contacts/medication are taken outdoors with the children.

Center Field Trips/Transportation:

Field trips have been taken utilizing center transportation. Center administration is aware of rule which states, "Two adults are present when more than 8 children are being transported in one vehicle. One staff for school transportation; only in center-owned vehicle with parent authorization. One additional staff when the center contracts for transportation for seven or more children for non-school related purposes. One additional staff when five or more children are involved in a center-sponsored activity away from the center.

The center has been transporting children. The following rules apply to transportation: All children transported in motor vehicle subject to registration, except a bus, shall be individually secured by a safety belt, seat, or harness. Children under age 6 shall be secured in child restraint system. Child under 1 and weighing less than 20 lbs. shall be secured during transit in rear facing child restraint system. Children under 12 shall not be located in front seat. Drivers shall possess a valid

driver's license and shall not operate while under the influence. Vehicles that are owned or leased by the center shall receive regular maintenance and inspection according to manufacturer-recommended guidelines for vehicle and tire maintenance and inspection. Field trip emergency numbers: Phone numbers for each child shall be taken by staff when transporting to and from school, and on field trips and non-center-sponsored activities away from the premises.

Walking field trips may be taken around the program (behind the building etc...), and would not be considered an actual field trip for ratio purposes.

Both center vans had inspections and contain first aid kits and emergency contacts.

Center Administration:

CCR&R Consultant Malia Love has been providing consultation on curriculum and encouraging daily use. The new space has interest centers so that children can rotate around the large room to access dramatic play, sensory activities, music and movement and STEM, etc...

Child files are reviewed annually. A tracking system to keep child file information including physicals, immunization and annual updates including emergency contacts, medical and dental information, pick up and field trip authorizations is present. Allergy Action plans have been sent home with parents of every child that had allergies marked on physicals. All plans have been returned and have parent and physician signatures. Plans are posted in the room with the child so that staff can reference the plan in the event of an emergency.

Staff files are reviewed annually. Director Bethurem tracks staff files and performs SING checks (every 2 years) and sends off fingerprints (every 4 years). Prior to staff starting on the floor fingerprints should be obtained and sent off. During the interim period staff are able to get training hours and perform other duties in the center. Staff are up to date on professional development hours, CPR/1st Aid training, Mandatory Reporter training, and physicals.

All staff in ratio: At least sixteen years of age. If less than eighteen, may not be sole provider on the premises. All staff in ratio involved with children in programming activities. At least one person on duty in the center, or on field trips is over eighteen. Staff person under the age of 18 shall not provide transportation to children in care. Staff persons under age 18 who are not under supervision of adult shall only provide care to school aged children.

The Director reports all staff now take a new staff orientation. The Director has an open door policy encouraging staff to approach them with potential issues so they can be immediately addressed. Clear leadership roles have been assigned and staff should be aware of the chain of command. The Director is present on a daily basis and takes an active role in the center as does the on site supervisor. OSS Rife is present when the Director is not. Rooms should implement safe supervision practices to ensure careful supervision of each child is achieved at all times.

Administration is aware of volunteer requirements.

All required postings are present such as No Smoking signage, HHS Licensing Consultant contact information, the Center License, and Mandatory Reporter posting.

Administration trains each staff on the center Emergency Preparedness Plan annually. Staff signed and dated acknowledgement of such on 5/1/23. New staff should be trained on the plan.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

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

109.4(2)d: Written plan developed for staff orientation regarding center's policies and licensing regulations. Orientation is in accordance with center's staff orientation plan.

109.4(2)e: Written plan for ongoing staff development that complies with 441 IAC 109.7.

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.

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.

109.8(2)d: At least one staff shall be present in every room.Brief absence of staff person permitted for 5 or less minutes when another staff person is present.

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
Number not in compliance: 15

109.10(3)c: For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription.

109.10(5): Infectious disease control: Centers shall establish policies and procedures related to infection disease control and use of universal precautions with handling of bodily fluid. Soiled diapers shall be stored in containers separate from other waste.

109.10(6): Quiet area: The center shall provide a quiet area under supervision for a child who appears to be ill or injured. Parents or designated person shall be notified of child's status in event of serious illness or emergency.

109.10(12)d: Vehicles that are owned or leased by the center shall receive regular maintenance and inspection according to manufacturer-recommended guidelines for vehicle and tire maintenance and inspection.

109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans.

109.12(2)b: Punishment which is humiliating or frightening or causes pain or discomfort is not allowed. Mechanical restrains shall never be used. If part of a treatment plan for a child with a disability, staff shall receive training.

109.12(2)c: Punishment or threat of punishment associated with illness, toilet training, or food or rest is not be used.

109.12(5)b: Infants diapered in a sanitary manner as needed in central diapering area.One changing table for every 15 infants/toddlers needing diaper changes.Diapering, sanitation, and handwashing procedures posted and implemented in central diapering area.

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.

109.9(2)g: Any child with allergies, a written emergency plan. Copy shall accompany child if they leave the premises.

109.10(3)d: Staff shall not provide medications to a child if preservice/orientation training for medication management has not been completed

V. SPECIAL NOTES/RECOMMENDATIONS:

The center was placed on a Corrective Action Plan in June 2023 addressing several licensing violations, yet licensing issues persisted. The Department may issue a provisional license at time of new application or renewal when the center does not sufficiently meet licensing laws and rules. In some instances, the child care consultant may request a corrective action plan, including timelines. A provisional license may be in effect for up to one year. A provisional license may be renewed when a written plan to bring the center into compliance with the standard, giving specific dates for completion of work, are submitted to and approved by the Department. A center cannot receive a provisional license for more than two years in a row for being out of compliance with the same licensing standards.

A technical referral was made to CCR&R on 7/20/23 to assist with correction of deficiencies. CCNC Amy Hayes with Iowa HHS has also worked closely with the center this past year on the Corrective Action Plan. Another visit to the center was conducted on 7/26/23. Consultants Jodi Norton and Malia Love provided consultation to the center for several hours on that date. Another referral was made to CCR&R on 8/3/23 so that they may assist with staff and child files and helping to organize a licensing binder. The center chose to send children attending the center to Stevie's home on many occasions during nap and lunch time and after school due to being over ratio in the center. Other referrals were made to CCR&R in September and October regarding food issues and illness policies.

HHS reached out to administration in September 2023 and again in February 2024 regarding items on the Corrective Action Plan. The program was consistently directed to utilize CCR&R and IDPH to assist with any issues in the center. HHS addressed allegations of mishandling of children in the past with both Stevie and Nicole when it was reported in the fall of 2023. They met with Child Care Bureau Chief Todd Savage in December 2023. All program areas have been thoroughly covered by CCR&R, IDPH, HHS and program administration.

A multitude of training resources, handouts, examples, forms, in person visits, in person trainings, email information, phone consultation have been given to the facility for the past year. Comm 204 as well as Chapter 109 and the Licensing Rule Checklist has been given to OSS Neff and Director Bethurem numerous times. CCR&R has visited the center four times and CCNC Hayes multiple times. HHS has visited six times as well assisting the center with gaining full licensure.

CCNC Amy Hayes is presenting a Back to Sleep training on Monday, Aug 21st at the center. She reported to the Director that she needed to make it mandatory for all staff. Stevie asked CCNC Hayes to visit. CCNC Hayes provided email consultation on the following dates.
6/09/2023 Ratio requirements
6/15/2023 Safe Sleep information
7/11/2023 Common Child Illness & Exclusion for daycare centers
7/25/2023 Medication Administration form to use to for administering medications.
10/6/23 offered consultation on a custody situation
10/24/23 Immunization audit

Consultant Malia Love sent the following resources via email on 8/4/23:

-A behavior tracking sheet, this is useful for documentation and especially for when a child may require additional services, they can use these as proof of assistance.

-Incident Report Sheet, this breaks down what is needed and would be helpful to have a copy in each classroom.

-Classroom DHS Regs, this would also be helpful to post in each of your classrooms so staff have something to refer back to

-Classroom Shadow Checklist, this is a great tool for orientation and onboarding of staff

-Director Responsibility List, this does not have to be just the director. These are just the responsibilities of an administrator. If you wish to delegate these duties based on preference and skill set that is alright!

-Cleaning Guide for Child Care, this is a great resource for staff and breaking down daily health and safety duties.

-Zone Schedule, this is what we were referring to when discussing having each staff take on specific responsibilities. there are two different resources I have attached for this. CCR&R has offered to visit the facility during the visit on 7/26/23 offering to conduct classroom observations, a staff training on IPOWER to ensure all staff have training requirements met. She further offered the same and assistance on schedules and routines via email on 8/3/23. She followed up with the Director again on 8/4/23.

CCNC Hayes conducted a Back to Sleep training at the center for 16 staff on 8/21/23.

On 5/29/24 CCNC Amy Hayes wrote, "Hello! I was just there this morning! I have a few things I am going to send to her regarding the new outdoor area-mostly regarding fall surfacing and use of helmets for ride on toys. Otherwise, everything looked god!

3/14/2024---General visit-checked ratio
3/25/2024---Checking ratio/safe sleep
4/5/2024---Checking ratio
4/26/2024--- Checking Medication logs
5/29/2024---Looked at new area; playground; new kitchen area

Thanks!
Amy

Amy Hayes BSN RN
Child Care Nurse Consultant
Immunization Nurse

Lead & TB Nurse

Lee County Health Department"

Consultant Love with CCR&R reported the following in May 2024

"Hello, Below are the dates and brief summary of resources provided the last few months.

5/8/24- Answered questions about OSS qualifications and how W-9s were broken down. Referred her to HHS for more specifics on OSS requirements.

4/26/24- Assisted director with i-Power issues and checking enrollment status for staff, sent step by step instructions with screen shots for looking up i-Power information.

4/24/24- On site visit, dropped off resources for a non-verbal child for communication, did a walk through, went over allergy action plans and medication administration requirements. Referred them to Amy Hayes the CCNC for additional information and supports.

4/15/2024- Answered questions about trainings and how and where to upload them. Sent step by step instructions for linking ISU Moodle accounts to i-Power

4/10/2024- Sent the director resources and links for crib compliance certificates

4/5/2024- On site visit, met with the OSS Nicole and dropped off sleep sacks to the infant room teacher, I provided resources to the oss about biting and transitions. I also sent the resources out to each of the staff emails listed in i-Power.

4//4/2024- On site visit, Jodi Norton and I met with the program, we went over health and safety rules, looked at staff and child files, noted what needed to be updated in i-Power, offered assistance and support with i-Power. Gave director a list of what items were missing for both the staff and child files.

4/2/2024- Reviewed staff handbook and sent back a review of things that should be added to meet compliance as well as best practice things to note or have a plan for. Offered to review their parent handbook if they would like to send it.

3/29/2024- The director reached out via text with questions about a child's physical and if it was approved. After looking it over I let her know that it would not be and suggested they use the HHS form provided.

3/27/2024- Reviewed the center's employee handbook and let them know they needed a discipline policy and some guidelines for it. I also let them know what other policies were still missing.

3/15/2024- Reviewed the centers policy handbook, noted the missing policies and suggestions for things to address in each.

3/6/2024- Zoom meeting was held with HHS, the center and CCRR to discuss the corrective action plan and to set a plan for addressing the items noted.

Malia Love
Child Care Consultant
Child Care Resource & Referral of Southeast Iowa
Community Action of Eastern Iowa
mlove@caeiowa.org

p (563) 271-0643
537 N. Hazel St. Agency IA 52530 www.iowaccrr.org"

HHS, and CCR&R have encouraged staff and administration to attend Director Meetings and Rules and Regulations trainings. Director Bethurem met with another area Director this winter.

When the center submits documentation or it can otherwise be verified that the center complies with the licensing regulations or standards, the license will be upgraded from a provisional to a full license status. This has occurred. The program took steps on the Corrective Action Plan to move to Full licensure. The center will be returned to Full Licensing status. A large area for school age children has been added to the building along with restrooms and an expanded outdoor play area. This will increase capacity by 60 children.

In addition, if a center is issued a license indicating it is fully in compliance with licensing requirements, but at a later date within the license period fails to be in compliance, the Department may reduce a license to a provisional status. Upon

correction of the deficiencies and approval by the child care consultant, the provisional license may be upgraded to a full license. The program has met sufficient rule to return to Full Licensing Status.

Suspension and Revocation

The Department may initiate an action to revoke a license when the center exhibits a pattern of noncompliance, or an imminent concern arises that jeopardizes the well-being of children. The Department may act to suspend or revoke a license during the licensing year. The Department will suspend or revoke a license if corrective action has not been taken when:

The center does not comply with the licensing laws and rules and makes no substantial attempt to correct deficiencies.

The center is operating in a manner that the Department determines impairs the safety, health, or well-being of the children in care.

A person subject to an evaluation has transgressions that merit prohibition of involvement with child care and of licensure, as determined by the Department.

Information provided to the Department, either orally or in writing, or information contained in the center's files.

*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.