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

Name of Center: Montgomery Street Preschool **Enrollment:** 47 **License ID No. (Reapplications)** 28391

Street: 313 E Montgomery St **City:** Knoxville Iowa **Zip** 50138 **County:** Marion

Mailing Address: 313 E Montgomery St, Knoxville, IA, 50138

Director's Name: Katie Bishop **Phone Number:** 641-842-2193

On-Site Supervisor(s): in process of appointing two OSS **E-Mail:** mspschool@hotmail.com

Date(s) of Visit: 02-03-2025

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:** 02-10-2025

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

Date Inspected: 07-10-2023

Comments : performed by State Fire Marshal, due every three years

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

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

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

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			56		56
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 12-01-2025 to 12-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 02-12-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Montgomery Street Preschool has been in operation since 1983. The preschool is located within the First United Methodist Church in Knoxville and the church owns and operates this center. Classes are available for 2-year-olds, 3-year-olds, and 4/5-year-olds; offering a 4 day/week Pre-K class. The preschool has a secured entrance. This preschool serves children ranging from two through five years of age. Katie Bishop has been the director since August 2010. Katie has a BS in Animal Science. She was the assistant director for two years prior to becoming the director. In 2024 HHS requested that the program appointing an OSS in case the Director is absent. They indicated two On Site Supervisors would be appointed for the next school year so that rule is met when the Director is absent. HHS requested this again on 2/10/25 and the Director indicated she was working on the request that date for Chelsea Kingery and Carey Liston.

Program Observations:

An unannounced licensing visit took place on 2/3/25. All program areas were observed at that time. All areas subject to HHS licensing rules were reviewed. Mandatory postings are in place at the center's entrance. The class schedules and lesson plans are posted by classroom doors. Each classroom is well furnished with age-appropriate learning supplies, toys and furnishings. Staff were actively providing childcare at the time of the visit. The rooms are divided up to keep children of differing ages separate. The preschool is clean, bright, attractive, and equipped with a satisfactory variety of new child sized furniture, equipment, toys, games, and activities for the children. It is located on a second story of the church.

Preschool Nutrition Practices Observed:

Staff prepare snacks. Parents are asked to provide snacks as part of their donations to the preschool. Parents are given a list of credible food items. The snack menu was observed. Meals are served family style and posted menus indicate that minimum nutritional requirements are not all being according to CACFP requirements. The Director agreed to correct this.

Thermometers are in the refrigerator and freezer units per requirements. Temperatures were below recommendations of 40 degrees or below for cooling and zero degrees or below for freezing temperatures. I observed dry food storage. No food was observed on the floor. Food was stored in cabinets. All food items were kept in sealed containers. One percent milk is served. The Director is aware CACFP approved foods must be served.

Preschool Health and Safety:

Children were observed in the classrooms. In each room staff were actively engaged with the children's activities throughout the visit. If staff need a break, to run errands, etc.. classrooms are not out of ratio. Since Katie is present daily, she is able to give staff breaks so that ratio is maintained. Ratio was met and maintained during the visit. Interactions between staff and children were observed to be positive.

All volunteers shall be at least 16 years of age and shall: Have signed statements indicating no conviction of any law in any state or record of founded child or dependent adult abuse. Signed statements indicating no communicable disease or other

health concerns that poses a threat to children. Volunteers can be utilized to assist in maintaining ratio when staff need breaks. They should sign a statement indicating they have been informed of responsibilities as mandatory reporters. They must undergo record check process if:

The individual is included in meeting the required child/staff ratio.
Has direct responsibility for a child or children.
Has access to child or children when no other staff is present.

The center staff and Director and I discussed administration of prescription and non-prescription medication in accordance with licensing regulations, physician directions, and parental consent. We discussed that children with allergies must have an Allergy Action Plan on file, posted in the room with the child and available to employees.

Storage and maintenance of a first aid kit is reviewed annually. Kits should be labeled and contain all items on the checklist from IDPH. The center contains an ill/injured area in case children become ill. Children are kept comfortable in this area until parents can pick them up.

We reviewed environmental testing and the maintenance of any necessary detection equipment. The center contains 2 UL approved, non-battery-operated units. Radon testing has been conducted within the past five years with testing results less than 4 pCi/L. Testing is due every five years and should be conducted in the winter. The building was constructed in 1961 and completely remodeled in 2002, there for a lead-based paint assessment is required. The building is on city water therefore water analysis is not required. The church is heated and cooled with a boiler. Air is forced through ceiling vents. Thermostats are in each room. Ventilation and air quality was adequate on the visit.

Overhead lighting is provided by fluorescent lighting and the center contains five large windows in each room providing natural lighting. Windows can be opened to assist in air quality. Windows are present but are not opened during the program day since the program is held on the second floor.

General regulations regarding safety policies and procedures were reviewed. Hand washing and food prep sinks should be designated and not used interchangeably.

Each child in the program should have 35 square feet of usable floor space. The rooms are designed to allow adequate space for all activities. Square feet is not an issue in classrooms. All program areas were clean during the visit. Some students must use a restroom down the hallway due to not having a connected restroom. A hand washing sink is present in each room and in the restrooms.

Volunteers must go through a training to serve as volunteers. The form they sign should include information they the volunteer has been informed of the volunteer's or substitute's responsibilities as a mandatory reporter. Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether 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 substitute's responsibilities as a mandatory reporter.

We discussed emergency plans and drills for fire and tornado. Fire and tornado drills are documented monthly.

Ratio was met and maintained. Staff keep personal belongings in cabinetry. Children do not have access to this area.

The facility has no pets or plants.

Sanitation policies and procedures were reviewed. Overall, the building was clean. Restrooms were clean and contained an adequate amount of toileting supplies. Each restroom has ventilation as required.

Children do not have access to the kitchen.

Preschool Playground:

The center has a fenced and naturally shaded outdoor play area. Each child should have a minimum of 75 square feet of space for gross motor activities. Capacity for the area should not be exceeded. The center's playground has fencing and one climbing structure. There are areas of grass and concrete. Pea gravel is surfacing material beneath the climber. An indoor climber for cold or rainy days is available.

The Child Care Weather watch is utilized when outdoor play may be questionable due to weather conditions. Playground inspections are conducted and documented monthly.

Preschool Transportation Arrangements/Field Trips:

On field trips, First United Methodist Church's vans and parent private cars will transport children. Children will be fully secured in a proper safety or booster seat provided by the parents. Parents are responsible for securing safety seats in the church van. Staff will check seats and secure all children riding in the van. No preschool children will be allowed to ride in the front seat of the vehicles. Vehicle drivers shall have a valid driver's license and will not be under the influence of substances that could impair the ability to drive. They will also have completed a driver safety course as required by the church. Emergency lists with medical and dental consents will be taken along with a First Aid Kit. A permission form will be signed by a parent before scheduled trips with specific date and time included. There will always be two adults in the transportation vehicle. HEAD COUNT IS PERFORMED OFTEN.

The children may take walks in the community. If so, Each parent signs a field trip permission form that is placed in each child's file. A list of child emergency numbers and a first aid kit are taken on each trip.

The Director agreed to secure van inspections, which are required annually.

Preschool Administrative Records:

Child misbehavior is addressed by positive reinforcement of appropriate behavior, redirection, modeling, and conflict resolution techniques. Required written policies are provided to parents in the form of a parent handbook. The handbook was given to me on the visit.

The program employs approximately four staff. Staff files are reviewed annually. Per records staff are up to date on cpr, 1st aid, Mandatory child abuse training, continuing education, and professional development hours (due annually). All staff have updated physicals. These are due every three years. All fingerprints are current (every four years) and Iowa Criminal Record checks (2 years).

Child files are reviewed annually. Not all children have current physicals. All children do have immunizations on file. Public Health conducts an immunization audit each December. All children have signed medical and dental information, pick up authorizations and emergency contact information.

Annual staff training held on emergency plans will be held soon. The Director developed the new Emergency Preparedness Plan for this center. Some information should be added to the plan, so it is compliant with rule.

Regulations regarding required notices and postings are present. Emergency procedures maps are posted by each door. A schedule is posted in the classrooms. A No Smoking sign is posted inside the main door where parents drop off and pick up children. Emergency numbers are posted including, Fire, Ambulance and Poison Control.

The center posts communicable diseases on the front door when necessary. A class schedule is posted. Curriculum is implemented daily and lesson plans are on file.

.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Katie has been the director at this preschool for several years. Each classroom is well furnished with age appropriate learning materials and toys. The center is able to provide some scholarship assistance for eligible families.

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

1. 109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children.Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards.If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to

leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with functional or access needs.

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

The EPP should be updated and all staff trained on the plan. The Director indicated some of the contacts have changed and she will edit the EPP within 30 days.

2. 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.

Cabinetry in the rooms should be mounted to the wall, so they are not toppling hazards. They can also be moved so they are not accessible to children. Climbing equipment in the basement is taller than 18 inches. It should have at least 3 inches of surfacing beneath it. One toilet needs repaired. Some of these issues were noted last year.

109.11(7)c All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. An inspection was not present the date of the visit. The Director provided the new inspection on 2/10/25. It was dated November 2024. CORRECTED

3. 109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks. Menus planned one week in advance, made available to parents, and kept on file with substitutions noted. Avoid foods with high incident rate of causing choking. The Director agreed to keep menus moving forward. This was noted last year.

4. 109.9(2)g: Any child with allergies, a written emergency plan. Copy shall accompany child if they leave the premises. The Director agreed to secure plans for any medical condition and have them signed by a physician. The plans should be accessible to staff for reference.

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this preschool be in Full licensing status. The prorgram is directed to correct the items listed in Section IV. The Director gave me a verbal commitment that the noted rule violations would be promptly corrected. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

IHHS encourages you to contact your local nurse consultant with IDPH. 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. CCNC Mandi Lauderman or CCNC Tammy Merrill are Nurse Consultants (Iowa Department of Public Health) for this center. It was noted in 2024 the center is responsible for contacting CCNC Lauderman for consultation regarding health and safety issues such as hand washing, outdoor play area regulations, toppling or tipping hazards, childcare safe cleaners, etc.... I spoke with CCNC Lauderman on 5/14/24 and asked that she conduct a Health and Safety Checklist. I emailed her again on 2/10/25 asking the same.

No CCNC has visited this site in the past year. A checklist was not completed. HHS requested a CCNC) Lauderman or Merrill conduct a health and safety checklist since issues identified last year still have not been corrected and CCNCs have not visited the center.

IHHS recommends the center consult with Child Care Resource and Referral. 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. Your Consultant is Karen Lauer. She is available to assist with questions or concerns related to curriculum, supervision, transitions, behaviors, etc... The Director reached out to CCR&R Consultant Brenda O'Holloran in 2024 and asked for consultation services prior to the HHS visit. This is best practice and is duly noted. Consultant O'Holloran is assisting the provider currently with adding OSS to IPOWER.

Consultant provided the following the past year, "I was in contact with her after your May 2024 referral. I visited the

program back in January 2024. Sent email asking for appointment following your referral in May 2024, 5/14/24 and 5/16/24. Emailed trying to set up visit. No answer. I didn't follow up after that. I sent training recruitment for PW-PBIS, didn't hear back 12/16/24

Brenda OHalloran,
Child Care Consultant
Jasper, Marion, and Poweshiek Counties
Child Care Resource & Referral of Central Iowa
Child Guidance Center Orchard Place
bohalloran@orchardplace.org"

CCR&R and IDPH should be consulted throughout the year. The Director agreed to access Iowa Department of Public Health Child Care Nurse Consultant to arrange a Health and Safety Checklist.

*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.