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

Name of Center: HACAP Head Start-Marion **Enrollment:** 42 **License ID No. (Reapplications)** 25053

Street: 3405 7th Ave Ste 100 **City:** Marion Iowa **Zip** 52302 **County:** Linn

Mailing Address: 3405 7th Ave Ste 100, Marion, IA, 52302

Director's Name: Jaina Brandstetter **Phone Number:** 319-447-5816

On-Site Supervisor(s): Jaina Brandstetter **E-Mail:** jbrandstetter@hacap.org

Date(s) of Visit: 03-24-2023

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

LICENSING VISITS

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

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

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

Date Inspected: 01-19-2022

Comments :

LICENSE TYPE: X **Child Care** **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.) X 2 Years X Preschool-Age School-Age

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			58		58
Summer					0

QRS Rating: 3

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 12-01-2021 to 12-01-2023
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Amy Lyons **Date:** 03-24-2023

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

Not applicable.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

HACAP Head Start - Marion is located inside a building which also provides community services to families including WIC. This program operates year-round and includes an early head start classroom as well as head start classrooms. The program serves older infants through preschool-age. Current enrollment is 42.

The combined director/on-site supervisor of HACAP Head Start - Marion is Jaina Brandstetter. Ms. Brandstetter has been the combined director/on-site supervisor of this site since July, 2014. Ms. Brandstetter has a degree in education, has several years of experience working with children, and continues to participate in much child development related training.

On 11/7/2022, program space was observed.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

HACAP is a community action agency currently providing head start services throughout 9 Iowa counties. HACAP began in 1968 serving families in Johnson, Jones, and Linn Counties. From 1973-1981, HACAP expanded to provide services in Benton, Iowa, and Washington Counties. Then, in fall of 2020, HACAP again expanded to provide services in Delaware, Dubuque, and Jackson Counties. Specifically, HHS- Marion is located in a predominantly urban area and has been in operation for several years.

HACAP's mission and goal is "...helping people develop skills to become successful and build strong communities..." and "...to bring about a greater degree of social competence in the young children..."

HACAP has community support and operates under a Board of Directors. HACAP has the following website for families and the community to learn more about their programs including early learning programs: http://www.hacap.org.

HHS - Marion continues to participate in quality initiatives including local quality initiatives as well as QRS. The program has achieved QRS 3 star.

Executive management of HHS has remained consistent as well as site specific management. Ms. Branstetter is currently celebrating her 8th year as combined director/on-site supervisor! This program's management team (e.g. Ms. Regan, Ms. Branstetter) has systems of organization in place to help ensure administrative items are completed as required and maintained in a confidential manner. Management is knowledgeable of licensing guidelines as well as their own program's policies and procedures.

HHS - Marion continues to retain seasoned employees. Staff reported celebrating 22 years, 15 years, 8 years, 5 years and 3 weeks with HHS. Staff longevity at this site is impressive! All staff have at least a CDA and/or are working towards a CDA. Many staff have advanced degrees in education and early childhood development. Documentation indicates that employees often complete annual professional growth training that exceeds Iowa Code requirements.

Kitchen and food storage remain organized and sanitary. A culinary display can be found in the center hallway outside the kitchen space to encourage healthy eating. The HHS - Marion chef Penny has been with the program for over 8 years. Penny has completed ServSafe training and is knowledgeable about CACFP requirements incorporating many unique food items into the menus. Penny is passionate about her work continuing to express much joy about cooking, about the staff at the program, and about the children/families she impacts each day. Penny discussed how collaboration with the local food reservoir has allowed them to offer each child an on-site annual "grocery shopping experience".

HHS has a Parent Committee, Policy Council, and family support workers. Each classroom has a parent board with required postings, community resources, and program reminders. In the program's hallways and administrative areas, there are additional resources for families in the area of nutrition, upcoming area events, skill building, and community involvement opportunities. There is also an area encouraging parents to become involved in the parent committee. Family involvement is highly encouraged including historically holding monthly parent committee meetings and conducting 2 home/conference visits per year. The program has also hosted regular family events including a summer butterfly release event. Ms. Brandstetter discussed having "great parents" who have been helpful and understanding of the program's needs.

HHS - Marion has emergency plans, policies, and procedures in place which are annually reviewed and updated as needed. The program has successfully navigated through 2008 historic Linn County flooding, the 8/10/2020 Derecho Storm event, and 2019 pandemic.

HHS - Marion is located in a building with another non-profit organization known as WIC. Ms. Bandstetter continues to communicate with the building owners to help ensure program space is sanitary and hazard free each day. HHS additionally has their own maintenance team which assists with building repairs and also helps ensure program space is sanitary and hazard free each day. A monthly facility checklist is completed.

HHS does participate in an annual shutdown week in order to prepare for each new academic year. HHS - Marion classrooms continue to be arranged in a thoughtful manner with learning at the forefront. Materials are accessible to children. Creative Curriculum is the primary curriculum with goals to move online for enhancing teaching strategies and project approach. In fall 2017, HACAP Head Start - Marion was featured in the National Head Start Magazine "Sandbox". An article entitled "The Story of Otis" shared the children's experiences related to the program's main area of study "Monarch Butterflies" throughout late summer/early fall. Since 2017, the program has continued with curriculum supporting seasonal gardening and butterfly projects. Ms. Brandstetter discussed how the program has raised and released 30 Monarch butterflies in the last 2 years.

HHS - Marion collaborates well with many community partners including local area access, local school districts, local businesses, CCR&R and health professionals.

Each child is engaged in a daily health check upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. Staff were observed encouraging and engaging in hand washing at all levels. Staff encouraged children to "catch coughs" and "catch sneezes" in elbows. The program has policies and procedures in place for cleaning, disinfecting, and sanitizing. Cleaning checklists were observed to be posted in various areas of the program space.

On the day of the monitoring visit, staff were nurturing and attentive to the children's needs. Morning arrival activities with staff warmly greeting each family and child was observed. Staff was observed providing one child with additional comfort and supports during morning drop-off. Area of study throughout the classrooms included bread and clothes. Children have access to an array of materials (e.g. books, imaginative play options, sensory items, building materials, art supplies) that encouraged innovative play. Staff provided a companionable presence allowing children to have many choices in their play experiences. Routine transitions (e.g. clean-up, food service/breakfast activities) worked smoothly into the program's welcoming and cooperative play environment. Staff were overheard providing children with many words of encouragement and engaging children in much meaningful discussion (e.g. discussion about day's events, meal time social graces). Children responded well to staff and appeared to be truly enjoying their day.

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

None noted.

V. SPECIAL NOTES/RECOMMENDATIONS:

Due to upcoming 2023 plans, much leeway in the conditions of the current building is allowed provided all areas continue to remain safe, sanitary and hazard free during the transition.

The program's license remains in full status. Thank you for the visit.

This is an administrative change report being completed to note this program relocated to 5650 Kacena Avenue in Marion, Iowa. A visit to the relocation site occurred on 1/27/2023. Licensing received and reviewed an updated Application to Operate, a floor plan and an approved fire marshal certificate. The program's last day of operations with children present at the former location was 3/10/2023. The program will be full relocated to their new address and commence operations on 3/27/2023.

*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.