

RECOMMENDATION FOR LICENSE:	
X	FULL license from 09-01-2018 to 09-01-2020
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Becky Frost

Date: 09-10-2019

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 07/10/19 I made an unannounced off year licensing visit to Elma Early Childhood Center. I met with Kayla Kraft, the director. Ms. Kraft has a BA in early childhood and elementary education and she has been the director since 11/05/18. The center has ten employees.

The Elma Early Childhood Center opened on 06/05/08 and began operation at its current location on 08/19/08. The program operates year-round Monday through Friday 5:00 am until 6:00 pm. It serves infants through school-age children. They also have a summer only program and allow drop-ins when staff ratios allow. There are currently 40 children enrolled.

The program operates out of three rooms. The larger room is used for children who are two-years-old and older and there is an infant room. There is also a preschool room located in an annex building. The preschool room is used for a three-year-old program during the school year. An inspection of each room was completed. Windows provide natural lighting for the big room and preschool room, but artificial lighting is used in the infant room. The room for the older children is decorated with 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 in the preschool room.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computer, art, dramatic play, listening, science, 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 were easily accessible to the children.

The Creative Curriculum and a variety of other resources are used to create lesson plans. Activities are planned around weekly themes. A lesson plan was available for review. Please date the lesson plans so I know they are current.

There was a phone with emergency numbers in between the infant room and the room for the older children. Emergency fire and tornado procedures and diagrams were posted by the main program and outdoor exits. A daily schedule was posted. The program currently has a Quality Rating System (QRS) level of 3 that expires on 04/01/20.

The program participates in the Child and Adult Care Food Program (CACFP). The center provides the children with breakfast, lunch and an afternoon snack. Lunch is prepared by the local nursing home (Colonial Manor) all year around and it is delivered to the center. Lunch menus are provided to the center. The staff members prepare the plates for the children. Breakfast and snacks are prepared by the center staff members. A new breakfast and snack menu are prepared each week. Children eat in the classrooms. Dishes are washed in the rooms using the three step method.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of playground inspections. A radon test was last completed in July 2018 and is good for two years. 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 located in the kitchenette area in the room for the older children. Outlets were protected. The fire marshal inspection occurred on

07/31/17, with compliance on 08/31/17.

The parent information is located on a bulletin board inside the entrance and inside the large classroom. The child care consultant and the handbook availability were posted. You must post the mandatory reporter information in this area. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

In the infant room the daily sheets are required to have a spot to document the activities. I observed an activity gym in a crib with an infant. This is not allowed. Nothing can be in the cribs with the infants. This is a safe sleep violation. There was Tylenol and Ibuprofen in the infant room. These products have directions that state a doctor must provide the dosage for children under the age of two-years-old. This product cannot be provided to children without a note from the doctor.

There was a triple antibiotic in the first aid kit in the room for the older children. This must be removed as it is not an approved product and cannot be provided to the children without a signed medication authorization form.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program currently has a Quality Rating System (QRS) level of 3 that expires on 04/01/20.

Ms. Kraft states they have good enrollment for a small town.

Ms. Kraft states they are making plans for an addition to the current child care program in the future, which would add an additional child care room.

The program works with Child Care Resource and Referral (CCR&R) routinely and they receive resources from Keystone AEA.

Ms. Kraft states the community is supportive of the child care center.

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

109.9(4): Daily written records are maintained for each child under two years of age and include time periods slept, amount of/time food consumed, time/irregularities of elimination patterns, general disposition, and general summary of activities.

109.12(5)e: The provider shall follow safe sleep practices recommended by AAP for infants under one year of age: Infants shall always be placed on their back for sleep. Infants shall be placed on a firm mattress with a tight fitted sheet that meets Consumer Product Safety Commission federal standards. Infants shall not be allowed to sleep on a bed, sofa, air mattress or other soft surface. No child will be allowed to sleep in any items not designed for sleeping but not limited to, an infant seat, car seat, swing, bouncy seat. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, or loose bedding shall be allowed in the sleeping area with the infant. No co-sleeping shall be allowed. Sleeping infants shall be actively observed by sight and sound. If an alternate sleeping position is needed, a signed physician or physician assistant authorization with statement of medical reason is required.

V. SPECIAL NOTES/RECOMMENDATIONS:

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

On 07/29/19 Ms. Kraft informed me she will be leaving the program for a job at the school. They are in the process of looking for a new director.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 319-292-2429; email rfrost@dhs.state.ia.us so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

On 09/03/19 I was informed that Taylor Smith is being named as a temporary director. She is on the board and will be located off-site. Lindsay Pitzenberger is being named as the new on-site supervisor.

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*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.