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

Name of Center: NEICAC-Monona Head Start **Enrollment:** 15 **License ID No. (Reapplications)** 18185

Street: 704 S Page St **City:** Monona Iowa **Zip** 52159 **County:** Clayton

Mailing Address: PO Box 487, Decorah, IA, 52101

Director's Name: Sharon Burke **Phone Number:** 563-539-2008

On-Site Supervisor(s): Sheena Bouzek **E-Mail:** sburke@neicac.org

Date(s) of Visit: 04-04-2025

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:** 03-07-2025

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

Date Inspected: 03-25-2024

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.) 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*	*Summer Only*
Sunday			
Monday	6:00 AM to 6:00 PM		
Tuesday	6:00 AM to 6:00 PM		
Wednesday	6:00 AM to 6:00 PM		
Thursday	6:00 AM to 6:00 PM		
Friday	6:00 AM to 6:00 PM		
Saturday			

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	20	0	20
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2025 to 05-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 04-06-2025

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/04/25 I made an unannounced licensing visit to NEICAC-Monona Head Start. I 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 and Autumn Schuety are the co-teachers in the classroom. Ms. Schultz has her CDA and has been with the program for 24 years. Ms. Schuety has been with the program since August 2019. Sharon Burke is the director of the NEICAC Early Childhood Programs. Her office is in Decorah. Sandra Schultz is the family worker for the program and Amy Moore is the program manager.

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. The program operates from 6:00 am until 6:00 pm, but the core preschool program operates from 8:30 am until 3:00 pm. On Wednesdays they have an early out at 2:20 pm. A school bus provides transportation for children enrolled in the program who are four years old. There are currently 15 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 were easily accessible to the children.

There is a restroom in the classroom that has two toilets and one sink. There is also an adult sink and a child sink in the classroom. Handwashing procedures were posted in all locations. Cots are used to nap. There is a mat in the bathroom in case diaper changes need to occur. The mat is torn and has exposed foam. The mat must be replaced. Diaper changing procedures were posted.

The program uses the Creative Curriculum, Handwriting Without Tears, Heggerty Phonemic Awareness, Second Step, 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 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 sometimes 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 monthly bus drills. I reviewed documentation of monthly playground inspections. The playground inspections are now completed electronically. A radon test was completed in October 2023 and is good for five years unless you have a radon mitigation system. If you have a radon mitigation system, they must be completed every two 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. Please update my contact poster with my current email address and the updated website for HHS.

The program has use of two outside areas. Both areas are fenced in. The area in 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 in 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.

Children files were reviewed at the time of the licensing visit. I reviewed six children files. They were in great condition.

I reviewed one staff file that was electronically sent to me. It was in great condition.

The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

This program has consistently been terrific. The staff members have worked together for many years and they have a great routine for the children and great teamwork with one another. They provide a fun learning environment for the children. The day of the visit the theme in the classroom was "balls". The children went on a walking field trip to an indoor facility where they could play different games involving balls. On the walk over they stopped on their grassy playground area to play some soccer. Staff members were observed to be nurturing. I saw them rubbing the backs of the children, children sitting on their laps and giving them hugs. Staff members sat at the tables while they ate breakfast to model good habits and assist as necessary. They maintained positive conversation with the children as they ate. Staff members were patient and flexible with the children. They used positive redirection when necessary. They sang with the children during transitions and kept them occupied by going over letters as they waited in line. The children appeared to have fun in in the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Bouzek states she loves her co-teachers and they work well together.

Ms. Bouzek states staff members are in tune with one another. They have great communication without saying anything. They know when a staff member needs to take a break and another staff member will step in without saying anything.

MS. Bouzek states they are taking their first field trip the day of my visit.

Ms. Bouzek states the four-year-old children can ride the bus to and from school.

The program receives resources to use with the children from Keystone AEA. The program is in a secured building and there is a camera in the room.

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.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

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

*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.