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

Name of Center: Happy Time Preschool & Daycare **Enrollment:** 125 **License ID No. (Reapplications)** 22653

Street: 3520 Ansborough AVE **City:** Waterloo Iowa **Zip** 50701 **County:** Black Hawk

Mailing Address: 3520 Ansborough AVE, Waterloo, IA, 50701

Director's Name: Kathy White **Phone Number:** 319-235-6783

On-Site Supervisor(s): Jessica Benter & Judy Acfalle **E-Mail:** htdirector@cedarvalleychurch.net

Date(s) of Visit: 01-24-2023

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

LICENSING VISITS

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

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

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

Date Inspected: 11-17-2022

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

Get-Well Evening Care 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	28	60	72	59	219
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2023 to 02-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 01-27-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 01/24/23 I made an unannounced licensing visit to Happy Time Preschool & Daycare in Waterloo. I met with Pastor Kathy White, the director. She has been the director and with the program since July 2019 and she is the children's pastor of the church where the childcare program is located. Jessica Benter is an on-site supervisor. Ms. Benter was previously a director, and she has a BA in elementary education. She was employed full time with the childcare center from January 1999 until December 2015. She left the position to take a position with the church. She currently works part time for the childcare center doing administrative tasks. Judy Acfalle is being added as an on-site supervisor. She started with the program in July 2012 and is currently working as an office administrator. The center employs 34 staff members.

Happy Time Preschool & Daycare operates out of the Cedar Valley Community Church. The program operates Monday through Friday from 7:00 am until 5:30 pm and serves infants through school-aged children. There is a preschool program for two and three-year-olds that operate daily from 8:00 am until 11:30 am. There is a preschool program for four- and five-year-old children that meet daily from 8:00 am until 12:00 pm. The children participate in chapel every week on week. There are currently 125 children enrolled.

The childcare program operates out of the following rooms: infant room (six weeks to 12 months), a room for one-year-old children, three rooms for two and three-year-old children, two rooms for three and four-year-old children, and two rooms for four and five-years-old (pre-K). There is one school-age classroom known as Kool Kids. The program no longer provides before and after school care. They care for school-aged children on their days off from school and during the summer. An inspection of each room was completed. All rooms were within ratio during my visit.

Windows provide natural lighting for the rooms on the main level of the church. The rooms on the lower level use artificial lighting. The rooms are 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 each room.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computers, art, dramatic play, writing, math, science/discovery, woodworking, sensory table, play dough, 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. Toys and activities in the centers are changed out regularly to prevent the children from getting bored and to engage them in new learning experiences.

The center has a binder of themes for each month. Staff members can determine which specific theme they use each week. Each room has an activity calendar and newsletter that is sent to parents each month to outline the activities for the month. I observed an activity calendar and lesson plans for every room. The program is Christian based. All age groups attend chapel once each week. Themes are seasonally appropriate, and they focus on a Bible theme. They also focus on either a shape and letter or a color and number.

There was a phone with emergency numbers posted in each classroom. Teachers also use two-way radios to communicate between rooms. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits in all the rooms. Daily schedules were posted in each room.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was completed in December 2022 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 on the upper level in the church kitchen, in room 131 and in the infant room. On the lower level in the carbon monoxide detector is in the hallway. Outlets were protected. The fire marshal inspection occurred on 11/17/22.

The program does not participate in the Child and Adult care Food Program (CACFP) but does follow the guidelines. Carrie Lindley is the lead cook. A new menu is prepared each month. The program serves breakfast, lunch and a morning and afternoon snack. Some meals/snacks are eaten in the classroom and some are eaten in the cafeteria, depending on the age of the children. Family style is not used. Menus and allergies were posted.

Parents provide the infants formula, baby food and cereal until the children are old enough to eat table food. Bottles are washed in the infant room in a dishwasher.

The kitchen was observed to be clean and organized. There is a chest freezer, upright freezer, industrial refrigerator, and a milk cooler in the dining area and thermometers were present. There is an industrial refrigerator and an industrial freezer in the kitchen and thermometers were present. There are two industrial dishwashers and two sinks available to use the three-step method on the larger pans if necessary. There is a large pantry area. Food was stored according to NHSPS guidelines in the kitchen.

Each classroom also has a refrigerator and thermometers were present.

Some rooms use bleach and water and other rooms uses Oxivir Tb to sanitize the food tables and disinfect the changing tables. Please note that when using Oxivir Tb on food surfaces it requires a clean water rinse prior to the children eating off the tables.

Cots are used to nap in the rooms for children one-year-old and older. Cribs are used in the infant room and they work on transitioning children to cots before they move to the one-year-old room.

There are multiple bathrooms, sinks and changing tables in the center. Handwashing and diaper changing procedures are posted in all locations. I discussed diaper changing procedures with the classrooms where diaper changes occur. Procedures are being followed. There are safety straps on the changing table in the girls' bathroom in the hallway. These cannot be disinfected and should be removed.

There are electrical cords in one of the PreK rooms and in the Kool Kids room that children would have access to. Cords must be secured or hidden.

The center has two fenced in outdoor play areas. Fencing was recently replaced in both areas and a privacy fence was added to the area for the older children. The increased the height of the fence for the younger children. The play area for the younger children is connected to the center and the play area for the older children is across the parking lot. Both areas have climbing equipment and provide adequate shade for the children. The area for the younger children has several playhouses and small slides. The area for the older children has larger climbing equipment, slides, swings, monkey bars, and a climbing wall. The center also has an enclosed area of concrete near the play area for the larger children that can be used for riding toys, chalk drawing and other activities. Pea gravel is used for surface cushioning for the older children and turf is used on the area for the younger children.

There is a gym area attached to the cafeteria. There is a large open space for the children to move around.

The parent information is located inside the office. 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.

Staff and children files were reviewed at the time of the licensing visit. I reviewed twenty children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. One file did not provide any dental emergency contact information. There was not a pattern of disregard so this will not be cited.

I reviewed six staff files. They were in good condition. There were physicals that just expired but staff members are working on getting appointments.

I reviewed policy and procedures, staff and parent handbooks. Most of the necessary written emergency procedures and

policies were present. The program did not have a written universal precautions policy. A sample has been emailed to Pastor White. Emergency Preparedness Plans have been completed.

Staff members had great teamwork with one another. They have a good routine and provide the children with clear and easy to understand directions. Staff members were on the floor reading to the children and interacting at the children's level. Staff members offered the children choices and were patient. They used PBIS tactics to redirect children. They provided good handwashing reminders. Staff members used play to teach the children about colors and to count. They provided the children with praise and encouraged them to use their imaginations. Staff members greeted the parents and children as they arrived for the day. It was obvious the children enjoyed their time at the center.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program has organized, easy to read files and a licensing binder.

The program has started using the Brightwheel app through the Shared Services project. They will use it for billing and to communicate with parents.

The program received the Courier's Best of the Best Award in 2022.

Staff members wear badges with their name and pictures, so they are easily identified.

The childcare center has been one of the Cedar Valley Church's vital ministries since 1972.

Pastor White is a fantastic director. She is organized and a strong leader who can multi-task.

Pastor White states they have outstanding staff members who are faithful and loyal. Several staff members have longevity and they are flexible. They jump in to help where and when needed. They have moved to a team atmosphere where they bounce ideas off one another. They are willing to learn, grow and change.

Pastor White states they have great families/parents. They are supportive, ask good questions, donate and provide good ideas.

Pastor White states they focused on social/emotional learning this past year, and she challenged staff members to come up with ideas to support this theme. They were provided any supplies they requested.

Pastor White states the families are provide free Grantis weeks. They receive one during the summer and one during the school year. This allows parents to keep their children out of the center and not have to pay for their spot.

Pastor White states they have struggled with staff numbers, and she has been in classrooms every day. They have had great college students who want to work.

Pastor White states they are blessed. They have a great relationship with the church. The senior pastor and worship pastor visit the children in the center.

The classrooms are child friendly. They are decorated with children's artwork and learning posters.

The program has two vans they use to transport school-age children for field trips during the summer months.

The center has a website.

Pastor White states they have a great facility to provide care.

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.

An administrative change is being made to remove Kristin Swarts as an on-site supervisor and to add Judy Acfalle as an on-site supervisor. Ms. Acfalle was approved during my visit, but she will need to go in and make the formal request through I-Power.

*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.