Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Miss Janet's Preschool

Provider No.: 21183

Address: 118 University Street, Donnellson, IA, 52625

County: Lee

Director's Name: Janet Haeffner

On-Site Supervisor: Jessica McGlasson.

Phone Number: 3193163935

E-Mail: missjanetspreschool@yahoo.com

HHS Visit Date: 10/30/2025

Licensing Period: 01/01/2026 to 01/01/2028

Fire Inspection:

Date Inspected: 09/22/2025

Comments: State Fire Inspector Damien Dawson, due every 3 years

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

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Program Population Served:

- [ ] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General		4	9		13
Summer					0

1. Basic Overview

Miss Janet's Preschool is located in a classroom on the second floor of the community center building in Donnellson. The building is a former elementary school. The preschool provides two early childhood educational classes, one for three-year-old children two days per week and one for four-year-old children three days per week. The preschool is owned and operated by director Janet Haeffner. Ms. Haeffner has a National Administrator Credential and has owned and operated the preschool since 1993. Jessica is in charge if Janet is absent. She has over 12 years of experience working in the preschool and qualifies as OSS.

On 10/30/25 I made an unannounced licensing visit to Miss Janet's Preschool and met with Director Janet Haeffner and OSS McGlasson. The preschool has two employees the Director and Jessica McGlasson.

The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

The main preschool room contains books, games, papers, crafts and other supplies kept in piles around the perimeter of the room. The entire length of one wall has equipment piled approximately four feet high. The room is better organized this year than in year's past. Space requirements should allow each child to have 35 square feet of usable floor space. This is occurring. Capacity for the program is 13.

It is equipped with a tantamount variety of child sized furniture, equipment, toys, games, and activities for the children. The classroom is not self-contained. It has a phone and small restroom but no direct access to the outside. There is an additional restroom available to the children in a hallway outside the classroom. The curriculum is Creative Curriculum. Interest centers available to the children include blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, art, music and movement, science and discovery, sensory table, puppet theater, and computer area.

On visits over the past 12 years I have observed children in self-selected activities, children preparing to leave at the end of the program day and other daily routines. Routines are orderly and children are redirected appropriately when displaying behaviors.

Ratio is typically 1:3 which is excellent.

Preschool Nutrition Practices Observed:

Parents provide snacks for the preschool on a rotating basis. Snack records indicate that minimum nutritional requirements are met. The preschool has a refrigerator and snack preparation area in the classroom for food storage and preparation if

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necessary. The children throw snack remains away in a covered waste basket that is taken out by the Director daily.

The children wash hands prior to snack. Children cleaned up snack when they were finished. Janet keeps extra snack on hand. I observed both the dry and cold food storage. A thermometer is in the refrigerator. The freezer component is not utilized in this unit. No food was stored on the floor. No outdated or expired food items were found. No open food items were present.

Preschool Health and Safety:

The preschool does not administer prescription or non-prescription medication. We discussed ways to keep emergency medication inaccessible to the children but accessible to staff. Janet reported that she looks in each child's backpack daily to check for tuition or other paperwork.

The Director has added a hook specifically for medication at a height inaccessible to the children. It is located near the other children's backpacks. She had previously discussed this issue with Cyndi Mason (IDPH).

Storage and maintenance of a first aid kit were adequate. The labeled First Aid kit is kept hanging on a nail on the wall inaccessible to children. Incident and injury reports are also kept with the kit. The kit contains basic first aid supplies and the list is present.

Environmental testing and the maintenance of any necessary detection equipment met standards. The carbon monoxide detector is a battery-operated model. A UL approved non-battery-operated detector has also been purchased. The Director and I discussed expiration dates for the unit. An adequate amount of lighting is provided by overhead fluorescent lighting and natural lighting from large windows. The building the preschool is housed in does not contain fuel burning appliances, so an inspection is not mandatory. The building has no fuel-burning appliances located inside the building. The heating system is operated by a wood burner exterior to the building. Wood heat is forced through vents and an electric heater is also present. The Director reported the owner of the building checks the wood heater daily. He is responsible for the maintenance of the burner. The preschool has no air conditioning but does contain a ceiling fan. The program contains large windows and ceilings in the building are high. Ventilation and air quality was adequate on both visits.

Radon testing is due every five years. The last test was conducted within the past two years (10/20/22) with a rate under 4 pCi/L. The building was constructed in 1918. A lead-based paint visual assessment needs to be conducted annually. Janet assesses the building annually and documents the assessment.

General regulations regarding safety and sanitation policies and procedures were reviewed. Staff purses are no longer brought to the program. I observed the restroom connected to the classroom. The preschool is using Oxivir TB and SaniDate for disinfecting and use soap and water to sanitize. These products are both EPA and Iowa Department of Public Health approved for sanitizing and disinfecting in a childcare setting. This is best practice and duly noted.

The classroom has several plants in the windowsills. Each of the plants should be identified and determined to be on the safe plant list or moved to a place inaccessible to the children.

Emergency plans and drills for fire and tornado were complete and thorough. Completed fire and tornado drills and evacuation postings are hanging on the inside door wall.

Regulations regarding staff and child hand washing were reviewed.

Preschool Playground:

The preschool has an outdoor play component in the front of the building. No play equipment is present, but many activities are held outdoors. They include sidewalk chalk activities, water tables, etc.... The children can utilize a full gymnasium every day. First aid kits, emergency contacts and emergency medications are taken outdoors when the children go outdoors.

The preschool also utilizes the community garden in the back of the building. Staff report activities are lead with the children in identifying, touching and learn about flowers and vegetables.

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The Child Care Weather Watch should be utilized on days when outdoor play is questionable due to weather conditions.

Preschool Transportation Arrangements/Field Trips:

The preschool has begun providing transportation to and from school. The vehicle contains emergency contacts and medication and a first aid kit. The vehicle needs an annual inspection. Parents transport children to field trip sites and pick them up from field trip sites at the end of the preschool day. The program goes to the pumpkin patch and apple orchard each year, but parents pick up and drop off the children for these activities.

The program takes walking trips up to the fire station, the bank, the lumber yard, the post office and the highway department. A first aid kit is taken along. Ratio for field trips is always followed.

Preschool Administrative Records:

The owner/Director now has computer access and can also access a computer at the library.

Child misbehavior is addressed by positive reinforcement and direct instruction in conflict resolution techniques. Conflict resolution techniques are modeled for children at the beginning of the year and are encouraged and reinforced during the school year. Staff and I discussed how staff present choices to the children and do not use time outs. Staff have many years of experience, so behavior management is not typically an issue.

Required notices and postings and required written policies are provided to parents in the form of a parent handbook. The preschool has a biting policy and an unlimited access policy. We discussed emergency policies. The newly required Emergency Preparedness Plan is now complete. If evacuation must occur a Methodist Church a block away is available for refuge.

Staff records and child records are examined annually. Staff and child records are complete and organized. National Fingerprint checks (due every four years) and Iowa Criminal background checks (due every 2 years) were reviewed. CPR and First Aid recertification is due every two years., Universal Precautions and Mandatory Reporter (recertification should occur every 3 years) training were also reviewed. Professional Development hours are reviewed annually.

Iowa Department of Public Health conducts immunization checks each November. All children enrolled in the program have updated physicals but one. Food allergy action plans were in child files when necessary. All other requirements such as pick up authorizations, emergency contacts, dental and medical contact information, and field trip authorizations were present in each file. CCNC Amy Hayes conducted an immunization audit this year in October.

Regulations regarding required notices and postings were reviewed. She also has these policies written and available to parents when they are given the handbook upon entry to the program. The preschool daily schedule is hanging on the bulletin board as are the emergency procedures. A No Smoking sign is hanging in the entry along with the mandatory reporter posting, license consultant information and the center license.

Curriculum is sent out each month on a newsletter including the theme, highlights, etc....

Completed incident/injury reports in child files were observed during the visit.

The center has a specific Emergency Preparedness Plan. Both staff train on the plan every year and sign and date acknowledgment of such.

2. Identify Observed Strengths of the program

The preschool uses the Ages and Stages Questionnaire to monitor the physical, social, and cognitive progress of the children.

The Director sends out a parent newsletter once a month.

Ratio and low staff turnover are strengths at this preschool.

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The Director is engaged with community and preschool supports such as CCR&R and Public Health.

Ratio is excellent. The ratio the day of the visit was 2 staff to 6 children.

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3. Identify the aspects that fall below the standard

1. 109.7(2): Center directors and all staff have the required contact hours of training. Both staff need a couple more hours of training. One staff needs to test out on CPR/First Aid training.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

5. Special Notes/Recommendations

The Director has one on one time with many of the students. Ratio is excellent.

The preschool should have regular collaboration with CCR&R (Malia Love) and IDPH CCNC (Amy Hayes) to ask for assistance in maintaining licensing regulations throughout the year.

Based upon this review, it is recommended that this preschool remain in Full licensing status. The center is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with childcare and early education businesses. Businesses may call or send questions to a childcare nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website for more information. http://idph.iowa.gov/hcci/consultants. Iowa Department of Public Health Child Care Nurse Consultants can perform an Injury Prevention Checklist both outside and inside. Janet works with CCNC Amy Hayes. CCNC Hayes conducted an immunization audit in October. She sends quarterly emails.

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the HHS regulations, IQ4K, preschool 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 Malia Love is the facility consultant. She assisted the program with rolling fingerprints in 2022. The Director can contact Consultant Love at any time assistance is needed. Consultant Love provided phone consultation this year.

Hours may expand the upcoming year (2026) . Summer care may be provided if the Director so desires.

Date: 11/05/2025

HHS Licensing Consultant: Jill Seibert

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Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.