

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

Name of Center: Riceville Community Daycare Inc **Enrollment:** 69 **License ID No.** 39637
(Reapplications)

Street: 912 Woodland Ave Suite A **City:** Riceville Iowa **Zip** 50466 **County:** Howard

Mailing Address: 912 Woodland Ave Ste A, Riceville, IA, 50466

Director's Name: Sandy Sullivan **Phone Number:** 641-985-2161

On-Site Supervisor(s): Sandy Sullivan **E-Mail:** rcddirector123@gmail.com

Date(s) of Visit: 03-21-2017

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

LICENSING VISITS

New Application **Re-Application** X NA

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

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

Date Inspected: 03-14-2017

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accreditation: 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:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>
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LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	18	21	11	10	60
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 04-01-2016 to 04-01-2018
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCAION of license

Licensing Consultant: Becky Frost

Date: 03-27-2017

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 03/21/17 I made an unannounced off year visit to Riceville Community Daycare Inc. I met with Sandy Sullivan, the director. Ms. Sullivan became the director in August 2015. She has an AA in early childhood education and an AS in computer applications/business. She has experience as a preschool teacher and was also a center director in Elma and Lime Springs. Ms. Sullivan has obtained her National Administrator Credential (NAC). When Ms. Sullivan is not present either Ashley Lubbert or Tasha Duryee is in charge. The center has eight employees, including Ms. Sullivan.

Riceville Community Daycare Inc. was an existing center that opened on 09/04/12, but they moved to a new location on 12/30/13. The program is located in the Riceville Community School. The center operates Monday through Friday and serves children ages six weeks through twelve-years-old. The preschool class meets four days each week from 8:30-11:00 am. There are currently 69 children enrolled.

The program operates out of three rooms; infants, toddlers and preschool/school-age. An inspection of each room was completed. Windows provide natural 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, numbers and colors. 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, art, dramatic play, writing, science, math, playdough, woodworking, computer, sensory, 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.

Ashley Lubbert is the lead teacher in the infant room. Jane Throckmorton is the assistant. They were caring for seven children. There is one diaper changing table and one handwashing sink in the room. There is a second sink for food prep. Handwashing and diaper changing procedures were posted. I observed diaper changes and procedures were followed. Daily sheets are maintained on each child. There are ten cribs in the room. Cots are also available for the older children if necessary. There are three exersaucers, three swings, three rocking seats, and one bouncy seat. There are also mats to crawl on. Child friendly music was playing in the room. The room is divided by a gate so that mobile children are on one side and non-mobile children are on a separate side. Staff members sat on the floor with the children and introduced them to activities. Staff members held children on their laps and comforted an upset child by rubbing her back. Staff members provided the children with hugs and had a great knowledge of their schedules. They moved around the room and were observed to be nurturing and attentive.

Taylor Kraft is the lead teacher in the toddler room. She was caring for four children the day of the visit. There is one sink and one diaper changing table in the room and procedures were posted. I did not observe a diaper change. Daily sheets are maintained on each child. The children were outside when I arrived and when they returned they engaged in science activities and sensory activities. Taylor was terrific with the children. She sat on the floor and introduced activities. She had the children take turns with the science activity, which worked on the children’s patience and sharing. She used play to talk with the children about colors and provided them with praise. Cots are used to nap. The preschool children also sleep

in the room. The current theme in the room is spring.

Tasha Duryee is the lead teacher in the preschool room. Susie Irvin is the assistant. They were caring for thirteen children. There is one sink in the room and procedures were posted. The children were engaged in free play and a couple children at a time painted a craft. Ms. Duryee assisted with the craft. Ms. Irvin moved around the room to play with the other children. She encouraged them to use their imaginations. Staff members were enthusiastic and made a fun learning environment for the children. They provided the children with praise. The current theme in the room is spring and the children are learning the letter "B".

The program has use of two bathrooms across from the four and five-year-old room. The girls' bathroom has four sinks and five toilets. The boys' bathroom has three sinks, three toilets and three urinals. Handwashing procedures must be posted in both locations.

A variety of resources are used to develop lesson plans. Activities are based on weekly themes. Themes may last longer if there is a strong interest by the children. Lesson plans were available for review.

There was a phone with emergency numbers in the classrooms. Emergency fire and tornado procedures were posted by all the main program and outdoor exits. Daily schedules were posted.

Center Nutrition Practices Observed:

The center is participating in the Child and Adult Care Food Program (CACFP). The program provides breakfast, lunch and an afternoon snack. The program contracts with the school to provide breakfast and lunch during the school year. During the summer months, Ms. Sullivan will prepare the meals. The center prepares the snack. Breakfast, lunch and snack menus were posted.

Meals are served in the toddler and infant classroom. The preschool and school-aged children eat at tables in the office. Staff members serve the younger children and use partial family style for the older children. Staff members serve the hot food and have the children dish out their own fruits and vegetables.

The center provides baby food and cereal in the infant room. Parents provide the formula. Bottles are washed in a dishwasher that is present in the infant room. There were six highchairs with safety straps. There is a refrigerator in the infant room and the office area where the children dine and thermometers were present.

The school kitchen uses industrial appliances. Food items were stored according to NHSPS guidelines.

Center Health & Safety:

Medication is stored in the infant room cubbies, in lock boxes in the room or in the office. Medication is stored in original containers with physician/pharmacist directions and label intact. It is labeled with the child's name and kept out of reach of the children. Medication authorization forms are maintained for prescription and over the counter medications. Please note, for prescription medications parents must provide you with a start date and an end date. You must provide documentation for every day the medication is in effect. If the child is absent, document this. Over the counter medications are labeled with the child's name. Staff members must make sure to read the directions on medication and they must be followed exactly. Pay attention to the age allowance on the bottle. If a medication states that a doctor must provide the dosage for a specific age then a doctor must provide a note in order to use the medication. The center has a complete first-aid kit and it is replenished as necessary.

I reviewed documentation of monthly fire and tornado drills. A radon test was completed in March 2017 and is good for two years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and located in each room near the sinks. Outlets were protected. The fire marshal inspection occurred on 03/14/17.

The center uses bleach and water to sanitize the food tables and disinfect the changing tables. The bottles were clearly labeled. I observed the teacher prepare the tables for lunch and proper procedures were followed. I also observed staff members clean and disinfect diaper changing tables and procedures were followed. Staff members and children were observed washing their hands and IDPH handwashing procedures are followed.

Center Playground:

There is a fenced in area for play for the children. The program uses rubber mulch for surface cushioning. There is climbing equipment with a slide. There is also a sandbox. There is dramatic play equipment and a playhouse. There are riding toys available. There is a tree to provide shade. Ms. Sullivan plans to continue adding to the playground area by applying for grants. Monthly playground inspections are maintained.

The children also have use of a multi-purpose room when they are unable to go outside.

Center Transportation Arrangements / Field Trips:

The program is participating in walking field trips. They walk to a nursing home and to the library. The librarian also visits the center. The Mitchell County Conservation officer visits the center once or twice each month. The children also walk the trail around the school grounds.

The center does not provide any transportation.

Center Administrative Records:

The parent information is located on a bulletin board inside the office. The mandatory reporter, child care 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 not reviewed because this was an off-year visit. Three staff members have completed the Essentials training. Handbooks were not reviewed during the visit. The program has Emergency Preparedness plans, but they need some additional information. I referred Ms. Sullivan to the CCR&R template. Please remember you must update your professional development policy to reflect the changes made as of October 1, 2016. For discipline, the program uses positive reinforcement or redirection.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Sullivan states they have a good collaboration with the school.

Ms. Sullivan states the center has a strong curriculum.

Ms. Sullivan states they have a great board that supports the center and they have open communication.

The center applied for grants to get the rubber mulch and outside barrier for the playground. She plans to apply for additional grants to continue adding to the playground area.

The center received a grant to add new equipment to the toddler room and received another grant to buy materials for the preschool room.

The program has a Quality Rating System (QRS) level of 3.

The program works with Keystone AEA to provide services to children with identified needs.

The program works closely with Child Care Resource and Referral (CCR&R) to insure they are providing a safe and nurturing environment for the children.

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

109.10(3)a: All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.

Staff members must make sure to read the directions on medication and they must be followed exactly. Pay attention to the age allowance on the bottle. If a medication states that a doctor must provide the dosage for a specific age then a doctor must provide a note in order to use the medication.

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. Please review the report carefully and correct the concerns identified during this visit as well as concerns from the previous licensing visit.

*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.

*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.

*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.

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