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

Name of Center: The Village Early Childhood Center **Enrollment:** 112 **License ID No. (Reapplications)** 25749

Street: 2500 College DR **City:** Osceola Iowa **Zip** 50213 **County:** Clarke

Mailing Address: 2500 College DR, Osceola, IA, 50213

Director's Name: Crystal Hansen **Phone Number:** 641-342-1421

On-Site Supervisor(s): Stacy Bowers, Laura Redfern **E-Mail:** thevillageecc@gmail.com

Date(s) of Visit: 05-09-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 04-09-2024

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

Date Inspected: 09-18-2024

Comments : conducted by DIAL, due every 3 years

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 X Other NA

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

Get-Well Evening Care X 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	24	21	126	50	221
Summer					0

QRS Rating: 2

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 06-01-2024 to 06-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 06-18-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

The Village Early Childhood Center is a one story structure built specifically for child care. It has been in operation since 2004. It is governed by a board. The center provides traditional child care, before and after school care, 3 year old preschool. The school formerly had 4 year old preschool in part of the building, but has relocated. Head Start began renting classrooms from the center in the fall 2022. They offer programming under a separate license. The building is a sole occupancy located in a business area of Osceola. Crystal Hansen is the center Director. Director Hansen has been employed at the center since 2014 and has an AA. She has been Director since January 2017.

On 5/9/2025 I conducted an unannounced off year visit to the center. All program space was observed at that time. On site supervisors Stacy Bowers, and Laura Redfern meet requirements. All OSS meet 75 points required for this position. However, they need to send OSS requests in IPOWER.

Center Nutrition:

The center has a large kitchen. They participate in the CACFP program. Menus are available and meet requirements. Food storage met safe food storage guidelines. No expired food items were expired or stored on the floor. Each refrigeration and freezer unit contained thermometers. All opened food items or liquids were stored in sealed bags or containers. OSS Stacy visits each classroom and monitors and trains staff on CACFP. Any food allergies are posted and diet modification forms and allergy action plans are present.

Center Health and Safety:

Primary care groups are implemented in each classroom. Ratio was met and maintained throughout the visit. Staff knew how many children they were supervising. The program added a camera system 3 years ago.

Radon testing is up to date. It is required every 5 years. Testing should be conducted in the winter months when the ground is frozen. The center is compliant with UL approved plug in carbon monoxide detectors on opposite ends of the building. The center does not contain fuel burning appliances. The center is heated and cooled by a new geothermal system.

Emergency medication as well as regular medication had pharmacy labels intact. Storage and documentation for such met rule. Any child with a documented allergy has an allergy action plan on file signed by a physician. The CCNC conducted medication administration training in August 2023 in the center. Crystal asks her to come in for a hand washing training periodically. If children have allergies or asthma, plans are posted so staff can refer to them in the event of an emergency medical situation.

Tornado and fire drills were conducted and documented monthly per my observation.

Each restroom has ventilation. Capacity for restrooms 1:15, classroom space (35 square feet of useable floor space per child) and outdoor play are (75 square feet of useable floor space) a are met. Capacity and ratio signs are posted in each

room.

The center had new flooring installed on the entire main level. The center has poor ventilation. This should be addressed and windows opened occasionally.

Center Field Trips/Transportation:

Transportation is provided by community transportation Southern Iowa Trolley. Southern Iowa Trolley transports preschool age children before and after school. The Clarke Community School District provides bus transportation for school age children before and after school. DNR, a local baker, the Fire Department, the local Animal Shelter, 4 H Clubs come to the center to conduct on site programming. Field trip authorizations are signed for each child. First aid kits and emergency contacts are taken on each trip off campus. Ratio for field trips is followed.

Center Outdoor Play Area:

The center has a large outdoor play area in the back of the building for older children. Two smaller outdoor play areas are attached to the building for infants and toddlers. Laura Peterman, Child Care Nurse Consultant conducted an Injury Prevention Checklist on the areas in June 2019. The center received a grant from the KFC ECI Board. They improved the outdoor play area with this grant money. The Child Care Weather Watch is consulted when weather conditions are questionable for outdoor play. The outdoor play inspection was conducted and documented monthly.

The center purchased umbrellas for shade and replacement rubber tiles for the front playground 3 years ago. Two years ago they purchased new plastic coated chain link fence.

Center Administration:

Child files are reviewed annually. Procare software is used to keep child file information including physicals, immunization and annual updates including emergency contacts, medical and dental information, pick up and field trip authorizations. Allergy Action plans have been sent home with parents of every child that had allergies marked on physicals.

Staff files are reviewed annually. Crystal Hansen tracks staff files and performs SING checks (every 2 years) and sends off fingerprints (every 4 years). Prior to staff starting on the floor fingerprints are obtained and sent off. During the interim period staff are able to get training hours and perform other duties in the center. Staff are up to date on professional development hours, CPR/1st Aid training, Mandatory Reporter training, and physicals.

Discipline and behavior policies are clearly defined.

Every room in the center is following PBIS. Creative Curriculum is utilized in each classroom. Lesson plans are completed for the week ahead. OSS Stacy Bowers works with the staff on the lesson plans. CCR&R Consultant Michelle Greenough provided consultation on this matter to the center in past years.

The center employs 35 staff. All staff now take a new staff orientation. Extra trainings are taken when possible. The Director has an open door policy encouraging staff to approach them with potential issues so they can be immediately addressed. A points system is in place for employees regarding following center policy and HHS rules. Clear leadership roles have been assigned and staff are now aware of the chain of command. The Director is present on a daily basis and takes an active role in the center. An on site supervisor is also present. All rooms should implement safe supervision practices to ensure careful supervision of each child is achieved at all times.

We discussed that if staff have concerns about things occurring in the classroom they should complete incident reports for parents to sign.

All required postings are present such as No Smoking signage, DHS Licensing Consultant contact information, the Center License, and Mandatory Reporter posting.

Administration trains each staff on the center Emergency Preparedness Plan annually. Staff sign and date acknowledgement of such.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center receives a KFC grant for transportation to and from school.

The center has the option to meet with CCR&R and IDPH regularly to improve practice. They meet with CCR&R Consultant Michelle Greenough on a regular basis (every other month). She provides phone consultation more frequently..

CCDC purchased a new roof for the program in 2021.

Administration holds monthly staff meetings to keep communication open in the building. Dress up day and potluck with all staff are held monthly as incentives.

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

1. 109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. Sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease. Ventilation is poor. It is recommended the ducts be cleaned or new filters installed. Fall surfacing beneath climbing equipment should be replenished.

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to maintain current operations. The Director gave me a verbal commitment that the noted any future rule violations would be promptly corrected. 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 child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website regarding health forms and postings and other services offered by IDPH Child Care Nurse Consultants: http://idph.iowa.gov/hcci/consultants CCNC Peterman conducted and Injury Prevention Checklist in summer 2019 and visited again on June 24th. She also provided email consultation on 6/15/19. The area CCNC visited in January 2020. She has a visit scheduled for May 2021 to conduct child file reviews and medication administration testing with staff. She conducted med admin training in December 2021. The center has a new CCNC. The new CCNC Heather Marsh provided the following the past year, "The Village-
Feb- TA back and forth re: cleaning, sanitizing, disinfection and exclusion of ill children- set up and in person class.
2/27/25- onsite visit in the evening to provide education re: all the above info- staff was VERY receptive and had tons of questions!
5/5/25 through 5/6/25- Completed onsite visit for a complete record review. Gave TA re: special health needs and various other topics. They are utilizing a survey I made to help identify kids with special health needs and were able to identify a few on their own! They were so receptive to the feedback offered and just awesome to work with!
I will be going back in July to recert 5 med admin and also do an educational "class" for the kiddos ?? and then again to get another 4-5 staff med admin certified in August.

HHS encourages you to contact Child Care Resource and Referral Consultant Michelle Greenough. They offer centers assistance with meeting the HHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. The center is aware they may access CCNC and CCR&R Consultant on a consistent basis. Child Care Resource and Referral Consultant Michelle Greenough visits the center upon request. She provided 55 contacts this past year as evidenced with the low number of program violations.
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Director Crystal Hansen contacts CCR&R and HHS to staff any center issues, especially including staff training specifically dealing with PBIS, child behaviors, room arrangement, questions with incident reports, follow up with parents, staffing the center so that the funding given by ECI is used for intended purposes.

*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.