

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

Name of Center: Jackson Elementary Stepping Stones **Enrollment:** 30 **License ID No. (Reapplications)** 20812

Street: 1307 Wisconsin Ave **City:** Davenport **Iowa Zip** 52804 **County:** Scott

Mailing Address: 318 E 7th St, Davenport, IA, 52803

Director's Name: Shaney Ford **Phone Number:** 563-528-0947

On-Site Supervisor(s): Katrina McKown **E-Mail:** steppingstones@davenportschools.org

Date(s) of Visit: 04-17-2018

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 X **Yes** **No** **NA** **Date Signed:** 02-15-2018

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

Date Inspected: 09-22-2015

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

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS: Year-round School-Year Summer Only

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General				30	30
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 06-01-2018 to 06-01-2020
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate, MSW

Date: 04-18-2018

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was completed at this center on 4/17/18. This program is owned and operated by the Davenport Community School District and is located in the Jackson Elementary School building. This center has been in operation prior to being licensed by DHS being overseen by the Department of Education. Shaney Ford, is the director for all of the Stepping Stones programs. She was not present at this center on the day of the visit. Katrina McKown is the approved on site supervisor for this site. Katrina was present along with another staff. This center serves school age children from this school only. The program operates on school days only. It is noted that Shaney's assistant, Ashley Sherrod, did arrive at the center and accompanied the licensing consultant for a portion of the visit.

The primary licensed spaces for this program are now room 22 (maximum of 23 children at one time), room 12 (maximum of 20 children at one time), and room 29 (maximum of 33 children at one time). The center has requested a maximum license capacity of 30 children. The center director has indicated that all three of these rooms are always available for the program during its hours of operation.

The gym/cafeteria is no longer the primary licensed space for this center as it is not always available for the program to use. The gym can be used when available so long as it meets licensing requirements each time before use.

The center provides only snack during the after school portion of the program. Snack is prepared and supplied by the school cafeteria and left out or placed in the milk cooler where accessible for the program. Staff were reminded of the requirement to travel with the children to supervise activities while maintaining ratio as required.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center provides a needed service to the children and families from this school. The center provides several various enrichment programs throughout the week at each of the Stepping Stones sites. The programs are offered from various community entities and are brought into the sites at no extra cost to the families.

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

109.9(1)d All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.

1 staff file reviewed did not have evidence that the physical was completed pre employment as is required.

109.10(15)b Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year. Fire and tornado drill documentation was missing since for the 2016/2017 school year.

109.10(16)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.

Staff allow children to leave program area to non center activities unsupervised. Children shall not leave the child care program staff unsupervised at any time once they have been checked into the program. Staff shall either take children to the activity (while also maintaining ratio) or the activity person shall come pick up the child from the program.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
5/2017 documentation missing.

109.15(1): Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines. Not all snacks meet CACFP requirements. Also, please note specific cereal choices on the menu and not just "cereal choice".

V. SPECIAL NOTES/RECOMMENDATIONS:

The administrative change with this report reflects the total license capacity for the center reduced from 70 children to 30 children per the center's request as noted above in the report.

1. Mandatory reporter posting is partially covered by other materials. Ensure the posting is visible as required.

The center will remain with a full license. Please address any licensing violations and concerns noted in the report so that corrections are obvious at the next visit. This report does not require written follow up. Thank you.

*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.

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