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

Name of Center: Creative Kids Company - Shellsburg **Enrollment:** 30 **License ID No. (Reapplications)** 52176

Street: 203 Cottage ST **City:** Shellsburg Iowa **Zip** 52332 **County:** Benton

Mailing Address: 203 Cottage ST, Shellsburg, IA, 52332

Director's Name: Kelsey Fish & Meredith Zuspann **Phone Number:** 319-893-4540

On-Site Supervisor(s): Haley Skemp **E-Mail:** creative.kids.shellsburg@gmail.com

Date(s) of Visit: 05-23-2024

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:** 04-09-2024

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

Date Inspected: 02-27-2023

Comments : The preschool room that will be inspected in the fall was inspected on 05/13/24.

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

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: Infants (0-23 mo.) 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	0	0	21	75	96
Summer					0

QRS Rating: N/A

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: Becky Frost **Date:** 06-04-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 05/23/24 I made an unannounced licensing visit to Creative Kids Company in Shellsburg. I met with both Meredith Zuspann and Kelsey Fish separately during different parts of my visit. They are the new owners of the program. They took over ownership on 05/27/23 and started caring for children on 06/01/23. At the time of my visit, Ms. Fish was the director and Ms. Zuspann was the on-site supervisor. Ms. Fish has a BA in elementary education and a MA in educational leadership. She has an expired administrator's license. She was an elementary teacher for ten years and is now an induction coach for Grant Wood AEA. Ms. Zuspann has a Ba in education for K-8 and a MA in teaching and reading. She has been employed as an elementary teacher since August 2009. There are typically two staff members present during the morning hours of operation and four or more staff members present after school.

Ms. Fish and Ms. Zuspann recently became the owners of the former Vinton Early Learning Center School Age program. It is now Creative Kids Company-Vinton. They started at this location on 06/03/24. With acquiring the new site, Ms. Fish will remain the director of the Creative Kids Company-Shellsburg site and Haley Skemp will be the on-site supervisor. Ms. Skemp started with this program in July 2023 and became an on-site supervisor in January 2024. She has nine years of previous experience in childcare. Ms. Zuspann is now the director of the Creative Kids Company-Vinton location and Holli Lewis is her on-site supervisor.

The program is in Shellsburg Elementary School. The program started in 2015 under the previous ownership. The center is a for profit program that operates year-around, Monday through Friday from 6:00 am until 6:00 pm, all day during no-school days, weather closures and the summer. During school the program operates from 6:00-7:30 am and 3:30-6:00 pm. They currently serve school-aged children but will begin serving preschool children this fall. There are currently 30 children enrolled.

The program primarily operates out of the school cafeteria. This is an open space that allows for free play and organized activities. Natural lighting is used. They also use the outside playground area and gym. The centers observed include arts and crafts, library, blocks/Legos, games, table toys, puzzles, math, dramatic play/dolls, transportation and magnets. Centers are stored in cabinets inside the cafeteria. There is also a large storage cabinet in another area of the school that has several supplies.

The program is adding a classroom in the fall that will be used for preschool children. It is classroom 47. It was approved by the fire marshal on 05/13/24. The capacity of the new room will be for 21 children. I observed the classroom. It has natural lighting.

The children use two bathrooms in the cafeteria. The girl's bathroom has three toilets and the boy's bathroom has one toilet and two urinals. There are three sinks outside of the bathrooms. Handwashing procedures were posted. There are additional bathrooms located in the school.

The program has use of staff cell phones and emergency numbers were posted. You must post the program's address and phone number on the posting. Emergency fire and tornado procedures and evacuation diagrams were posted by the main

program door and outside exits in the cafeteria. A daily schedule was posted.

During the summer months of operation, the program runs a curriculum with themes and activities. They also participate in field trips during the summer months.

The program uses the Playground app to communicate with parents and they keep electronic staff and children files in the app.

I reviewed documentation of monthly fire and tornado drills. New ownership occurred in June 2023. There were missing fire drills in June, August, November and December of 2023. There were missing tornado drills in June, July, October and November 2023. In 2024 there was not a fire drill in January and March and no tornado drills in January. Fire and tornado drills must both be practiced every month. They should be practiced on separate dates and documented for review during licensing visits.

I reviewed documentation of monthly playground inspections. A radon test was completed in February 2023 and must be repeated in two years. The results were within EPA guidelines. A fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector is present and located on the west wall in the cafeteria. Outlets were protected. The fire marshal inspection occurred on 02/27/23. The new room that will be used in the fall for preschool care received a fire marshal inspection on 05/13/24.

The program is not on the Child and Adult Care Food Program (CACFP) but follow the guidelines. During the school year the program provides an afternoon snack. When there is no school during the school year the program provides a morning and afternoon snack and the children `bring a lunch from home. During the upcoming summer months, the program provides a morning and afternoon snack, and the school provides a free breakfast and lunch for the children in June and July through the federal plan. Menus were available for review. The program has use of a refrigerator in the school kitchen and a thermometer was present. Disposable products are used for snacks. During the summer months the school cooks will work to prepare the breakfast and lunch and do the dishes. Food items on hand were stored according to NHSPS guidelines.

The school playground uses woodchips for fall surfacing under most of the equipment. There are several large gaps under the swings and climbing equipment. The woodchips should be raked so that there is not a fall height greater than 18 inches under the equipment. To make this happen the school should purchase additional woodchips. There are multiple areas where the landscaping material is exposed.

There is a rope climber that uses a poured in place fall surfacing. There is also a concrete area for the children. There are multiple pieces of climbing equipment that has slides and other activities. There are rings, monkey bars, steppingstones, a balance beam and a climbing wall. There are multiple sets of swings. Benches and picnic tables are available for the children to rest. There is a piece of the climbing equipment that has broken rungs. Staff members are aware of this and do not allow the children to use this equipment. They report they make the notations of the corrections that need to occur and turn them into the school.

In the gym, the school allows them to use their materials.

The parent information is in the entrance of the cafeteria. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously posted. A no-smoking sign was posted at the entrance.

Staff and children files were reviewed at the time of the licensing visit. I reviewed six 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. Two files did not provide any doctor or dental emergency contact information; two files did not have physicals; two files did not identify who could pick children up and there were two missing immunization certificates. For school-age children you can have a parent sign a statement saying that the immunization records are with the school. Additionally, for school-aged children a parent can sign a health statement in place of a physical. When you begin to serve preschool children you will be required to have a physical from a medical professional and an immunization certificate on the Department of Health form.

I reviewed two staff files. They were in great condition but there was not a fingerprint result for one of the staff members who is a minor. They did not know that minors must also be fingerprinted.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. However, you need to add a statement to the policy for minor injuries stating the parents are notified "the day of the incident". You need to add specific timeframes to your professional development policy that outlines when the mandated trainings need to be completed. Emergency Preparedness Plans have been completed.

Staff members were amazing with the children. They had great teamwork and a great routine. They were actively engaged in activities with the children. They maintained positive conversation with the children. It is an intimate environment so

staff members know the children and their families and this allows positive interaction with the children and the parents at drop-off and pick-up. They provided the children with a lot of gross motor activities after school, which is great because they have been sitting in class all day. The children appeared to enjoy themselves in the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Fish and Ms. Zuspann are enthusiastic and truly excited for providing childcare. They are both employed by the school system and state this job allows them to do things with the children they cannot do in school. They are looking at what they can bring from the school setting that are beneficial. They are passionate.

Ms. Fish states that she and Ms. Zuspann get to bring education to their new roles as childcare administrators and they have a lot of ideas.

Ms. Fish states when they bought the business, they had a good foundation to start with and they know it is a good place to be and the children love being here.

Ms. Fish and Ms. Zuspann state they have great communication with families. They collaborate with families and families need to feel like they can trust them. Because they know the families and the children, they can make the program fit their needs.

Ms. Fish and Ms. Zuspann state they provide a well structures environment of care.

Ms. Zuspann states they want to dedicate more time to curriculum and what works and fits in the childcare setting. They are looking at the social-emotional needs of the children.

Ms. Zuspann states they are trying to figure out how they will measure success and the impact of the program. They love the children.

Ms. Zuspann states the school is very supportive of the program.

Ms. Zuspann states they are having their CCR&R representative come to a staff meeting to train staff members on active supervision and behavior management.

Ms. Fish and Ms. Zuspann have a fun and active summer for the children. They will have a craft activity twice each week and the gym teacher is going to visit twice each week this summer to teach new games. They will have a mixture of indoor and outdoor activities. Their big field trip will be on Wednesdays. Twice each week they will go to Vinton park and twice each week they will visit different parks in eastern Iowa. They will rent buses through the Vinton-Shellsburg Community School District.

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

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
Number not in compliance: 1
There was not a fingerprint result for one of the staff members who is a minor. They did not know that minors must also be fingerprinted.

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
Number not in compliance for medical: 2
Number not in compliance for dental: 2
Information lacking: 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. Two files did not provide any doctor or dental emergency contact information.

109.9(2)c: All files contain information regarding the specific health and medical needs of a child including information regarding any prescribed treatment.
For school-age programs in the child's school, all files include a statement signed by the parent that the immunization

information is available in the school file.
Number not in compliance: 2
There were no physicals or health statements for two children.

109.9(2)d: All files contain parent authorization of the persons to whom the child may be released.
Number not in compliance: 2
There was no documentation for two children on who is allowed to pick the child up.

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.
There are several areas of concern noted on the playground. Staff members document the concerns and turn them into the school. The school is responsible for the equipment.

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 will be made to increase the capacity. The program is adding care for preschool children in the fall and they will be adding a room.

*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.