

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

Name of Center: Harmony Head Start **Enrollment:** 16 **License ID No. (Reapplications)** 48243

Street: 33727 Route J40 **City:** Farmington **Iowa Zip** 52626 **County:** Van Buren

Mailing Address: PO Box 658, Ottumwa, IA, 52501

Director's Name: Liz Fairchild **Phone Number:** 641-682-8741

On-Site Supervisor(s): Elizabeth Thomas **E-Mail:** lfairchild@sieda.org

Date(s) of Visit: 01-10-2017, 03-23-2017

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 01-10-2017

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

Date Inspected: 06-07-2017

Comments : due every 3 years, completed by State Fire Marshall Curt Seddon- Many citations were issued, plan of correction approved on 6/5/17 in an email from SFM Seddon to Morgan Small

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 X Other NA

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

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

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|---------------|-------------------|--------------------|--------------------|
| HOURS: | <u>Year-round</u> | <u>School-Year</u> | <u>Summer Only</u> |
|---------------|-------------------|--------------------|--------------------|

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Age | Capacity |
|------------------|---------|---------|-----------|------------|----------|
| General | | | 16 | | 16 |
| Summer | | | | | 0 |

QRS Rating: N/A

| | |
|------------------------------------|---|
| RECOMMENDATION FOR LICENSE: | |
| X | FULL license from 08-01-2017 to 08-01-2019 |
| | PROVISIONAL license from |
| | DENIAL of initial application |
| | SUSPENSION of license |
| | REVOCATION of license |

Licensing Consultant: Jill Seibert

Date: 07-25-2017

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 1/10/17, and 3/23/17 I made unannounced licensing visits to Harmony Head Start and met with teachers Jennifer Hale, Hannah Conrad and On Site Supervisor Elizabeth Thomas. Another visit was also made in February. Ms. Thomas rotates between Agassiz, Wesley and Harmony Head Start sites. She meets requirements as on site supervisor. Elizabeth Thomas has a BA in Early Childhood Education. She has been employed with SIEDA since 8/28/10, starting as a Substitute Teacher Assistant then moving to Teacher Assistant, Traveling Teacher, Teacher, Interim Center Supervisor and then her current position as Center Supervisor. Ms. Thomas frequently has to work in ratio. During the first visit Mrs. Hatfield (Special Education Aide) also worked one on one with a child on colors, etc.... Jennifer Hale is the lead teacher in the room. Since the opening of the center in July 2017 Morgan Small has recently been appointed as onsite supervisor over this site. Ms. Small has served in this role for 2 years over several other Head Start programs for SEIDA including Appanoose County, Davis County and Van Buren County. At times she must work in ratio.

The center Director of this program is Elizabeth Fairchild. Ms. Fairchild was an onsite supervisor for Head Start prior to taking this position 2 years ago. Ms. Fairchild has a BA degree in K-6 Elementary Education and 9 years of experience in Head Start programs. She was formerly a Head Start teacher for 4 years and was a Center Supervisor for 6 years. She has a total of 23 years of childcare experience/supervision. She currently directs Keokuk, Jefferson, Davis, Van Buren, Wapello, Appanoose County programs, as well as Harmony and the Cardinal Community Partnership.

At the time of the visits, staff were actively engaged in providing the Head Start program to the children. Harmony Head Start is located at in rural Farmington at the Harmony Elementary School. The center is owned and operated by Southern Iowa Economic Development Association (SEIDA). The location in this school is new this year. The program also worked with the Harmony School District in a partnership in the former Elementary School Building in Bonaparte, Iowa.

One large room is being utilized. The preschool room is within the school and can only be accessed by first entering the school building. Visitors to the center can only enter the main school entrance. The door is unlocked throughout the day. The preschool room door is shut during the day. All children are signed in and out. All other school doors are locked except the back door, as physically verified by this worker. Head Start staff reported that if need be, the preschool will go on lockdown to assure child safety.

The Head Start Mission Statement is: Helping people. Changing lives. Building communities.

The Head Start Philosophy for Preschool is:

We believe that a child's culture and family provide the foundation upon which the child's social competence develops.

We believe that parents are the primary educators of their children and the experts on their child's development.

Parents and teachers work together in partnership to address the needs and holistic growth of each child so that learning will be supported in the home and at school.

Program Observations:

The program is a full day Head Start with one relatively large classroom. The classroom is self-contained. Children exit

the classroom to use either of two restrooms designated by sex. The classroom is bright, clean, and attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The curriculum is Creative Curriculum. Interest centers available to the children include: blocks, dramatic play, children's literature, toys and games, puzzles and small manipulatives, music and movement, art, science and discovery, sensory tables, and computer area. I observed children in free play and self-selected activities as well as music, and signing in circle time.

The hallway outside the room has two bathrooms. Sufficient toileting supplies were present. The bathrooms are both adult sized bathrooms, and appeared to be clean. The restrooms contain hand washing posters and has ventilation system.

The classroom has a parent board. I observed materials that included books, hard surface toys, and creative dramatics. Materials were organized and child accessible. The center appears to have an adequate amount of equipment for the children including toys and games, activities that appear to be of high quality.

SEIDA follows a 1:8 ratio.

Center Nutrition Practices Observed:

The center prepares snack. The kitchen staff prepares breakfast and lunch and the children in the school kitchen. Children eat in the lunchroom. Menus indicate that minimum nutritional requirements are met.

The program practices family style dining. Children dine at child size tables and sit in small chairs. The HS staff clean the table tops in the room before breakfast, lunch and snacks. SaniDate is kept in the room and taken down to the kitchen before each meal. This is best practice. I contacted Cyndi Mason with the Iowa Department of Public Health to ask her to visit the facility. If toys are placed in children's mouths they have a "Yuck Bin" the toys are placed in. Head Start has a monthly toy cleaning schedule. All staff should be trained on how to use this product.

Kitchen staff do dishes in a commercial grade sanitizer.

Several children in the program have food allergies. I observed a posting of the food allergy alerts inside cabinetry. I inspected the refrigerator and freezer units. Thermometers are in both the freezer and refrigerator. I reviewed logs on kitchen equipment. Recommended cooling temperatures are 40 degrees or below. Recommended freezing temperatures are zero degrees or below. All food items I observed were stored appropriately. No expired food items were found. No food was stored on the floor. All items were dated by staff and stored in sealed plastic bags or containers if open (but one item). The food preparation area was clean. Food is provided by the school

Center Health and Safety:

I reviewed prescription and non-prescription medication procedures at the center in accordance with licensing regulations, physician directions, and parental consent. There are currently no children on medication in the center. No children are prescribed Emergency medication such as an Epi Pen or rescue inhalers that are onsite. A School Nurse is available 5 days a week.

I reviewed regulations regarding storage and maintenance of a first aid kit. The labeled First Aid Kits were accessible to adults only and labeled. All items included from the latest list issued in 2015 is in the kit. Most items were present. An ill/injured area is the nurse's office.

I reviewed regulations regarding environmental testing and the maintenance of any necessary detection equipment. A new carbon monoxide detector was purchased and is in the preschool room. In case it should become unplugged, an alarm is sounded. Radon testing is mandatory. Updated testing is due every two years. A test was conducted on 2/2/17 after my first visit. The level was high at 4.6 pCiL so another test is being conducted in March. The Fuel Burning Appliance Inspection is due annually. It expires 7/2017 and is conducted annually by the Division of Labor Services. The School is on Rural Water, so water testing is not required. A visual Lead Paint assessment is not required since the building was constructed prior to 1960. The windows in the school are new and can be opened. Heating is provided by a boiler system (steam heat). Ventilation was not an issue the days of the visits.

I reviewed general regulations regarding safety. The program has volunteers. I sent a copy of the DHS approved volunteer form on 12/10/2014. Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:

- a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
- (2) A communicable disease or other health concern that could pose a threat to the health, safety, or wellbeing of the children.
- b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B

(2) Complete Form 470-0643, Request for Child Abuse Information.

(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitutes responsibilities as a mandatory reporter.

We discussed space requirements which are 35 square feet of useable floor space per child. Tall cabinetry in the room should not be child accessible. We discussed this.

I reviewed regulations regarding emergency plans and drills for fire and tornado. Drills are recorded monthly and sent in to administration.

I reviewed sanitation policies and procedures. The preschool practices tooth brushing after snacks and meals. I observed that the toothbrushes were adequately stored and kept out of the reach of the children. Food waste containers were covered.

The program should review with the IDPH recommendations for sanitizing and disinfecting. The program should use an approved disinfectant in the toileting areas. We discussed this. They agreed to utilize a bleach and water solution and also have Oxivir TB as another approved disinfectant, which is best practice. Staff were not aware that Oxivir TB was available for sanitizing or disinfecting. Directions on the bottle should be followed. SaniDate is used as a sanitizer and is best practice.

I reviewed regulations regarding staff and child hand washing. Head Start was following recommendations for hand washing the day of the visit.

Center Playground:

The program may use the school track as an outdoor play space. The designated outdoor play area is down the hallway. The children hold hands and are always accompanied by 2 adults. A lagoon is approximately 50 yards from the doorway so supervision is tantamount from the building to the outdoor play area. The children are currently utilizing a large grassy area in the middle of the Elementary School track. Some equipment is nearby for school age children that the children are not allowed to access. Some preschool age equipment has been recently added as the outdoor play area is still being developed but it not able to be utilized at this time. After surfacing has been added to the area and Cyndi Mason conducts an Injury Prevention Checklist the area may be used in the spring if safe.

All outdoor toys should be inspected prior to spring and toys discarded or repaired if cracked, chipped or missing pedals, handlebars or other issues that could cause injury. I observed completed playground inspections.

The First Aid Kit is taken out each time the children go for walks or utilize the outdoor play area. We discussed outdoor space requirements which are 75 square feet per child.

Center Transportation Arrangements/Field Trips:

The center provides no transportation. The center takes walking field trips only. Parents sign field trip authorizations when children are enrolled in the program. First Aid kits and emergency contact information, as well as a CPR certified staff are present on walking field trips.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavior Interventions and Supports which establishes a separate behavior intervention plan for each child depending on the level of the child's social skills. Interventions include verbal reminders of appropriate behavior, direct instruction in problem solving skills, redirection, planned ignoring, positive reinforcement of appropriate behavior, and short time out periods of age appropriate length.

Incident reports are on file. Carbon copies of the incident reports are sent home with the parents. Staff and child records are complete and well organized. All children have current immunizations and physicals. The children are not allowed to participate in the program without either one. Also reviewed were current emergency contact/pick up authorization information as well as current medical and dental provider information. Family support workers gather this information from the family on home visits prior to the child starting the program.

All staff for this program have current training, physicals and criminal background checks. No staff in the program are under 18 years of age. Electa Richards, Child Development Administrative Assistant in the Ottumwa headquarters provides me with this information annually. It should be noted that Ms. Richards has a history of excellent record keeping and rarely are staff missing any training requirements or background checks. This is duly noted.

I reviewed required written policies provided to parents in the form of a parent handbook. Evacuation of immobile children is in the handbook under EVACUATION OF BUILDING. The handbook also contains a biting policy, limited access

policies and unlimited access policies. Also added this year for the cite is an Emergency Preparedness Plan for the building. It is recommended that the center build an emergency preparedness kit in case of emergency.

Required postings were present.

During the visit Mrs. Hatfield (Special Education Aide) also worked one on one with a child on colors, etc....

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program is applying for a QRS Level 3 and is working with Julie Meir (CCR&R).

The program is at full capacity.

The center sends a monthly newsletter to parents.

The center provides vision screening services to the children in cooperation with the local Lions Club.

The center provides Brigrance screening services to the children to monitor physical, emotional, and social growth.

The center provides hearing screening services to the children by a SEIDA nurse.

Parent teacher conferences are held twice a year.

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

1. 109.11(1) Facility requirements. a. The center shall ensure that: (1) The facility and premises are sanitary, safe and hazard-free. All cabinetry that could be a potential toppling hazard shall be inaccessible to children or secured. The fire inspection was not current on this facility. This report was held for several months until an approved fire inspection was provided to me on 7/25/17.

2. 109.10(5)c Annual staff training held on emergency plans. Annual emergency procedures training needs to be completed and documented. This was also a citation last year. Some staff were not aware of what to do in all emergency procedures.

109.10(15)a • The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intruders within the center, intoxicated parents, and lost or abducted children.

- Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, earthquakes, or other disasters that could create structural damage to the center or pose health hazards.

- If center is within 10 miles of nuclear power plant, center shall have evacuation plan.

- Emergency plans shall include written procedures including plans for: Evacuation to safely leave the facility. Relocation to a common, safe location after evacuation. Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue ☐ Lock down to protect children and providers from an external situation.

Communication and reunification with parents or other adults responsible for the children, which includes emergency telephone numbers. Continuity of operations To address the individual children, including those with functional or access needs.

3. 109.6 Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:

a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state. (2) A communicable disease or other health concern that could pose a threat to the health, safety, or wellbeing of the children.

b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B

(2) Complete Form 470-0643, Request for Child Abuse Information.

(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitute's responsibilities as a (2) Complete Form 470-0643, Request for Child Abuse Information.

(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitute's responsibilities as a mandatory reporter.

Any visitors to the Center shall complete the tasks above. Some volunteers did not sign off on being informed about mandatory reporter responsibilities. Other volunteers did not complete SING checks. We discussed this.

4. 109.92b 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. 3 files are missing dental information

5. 109.11(7)b. Centers at ground level, that use basement area as program space, or have a basement beneath program space -- testing and plan for remedy of radon is conducted. Radon testing was not conducted as required. Contact the Iowa Radon Coalition at 1-800-206-7818 or your county public health nursing agency listed in the phonebook to obtain test kits. Radon testing shall be repeated every two years. Radon testing had not been conducted by my initial visit. After my visit a test was conducted.

109.11 (7) Environmental Hazards: If testing determines confirmed radon gas levels in excess of 4.0 picocuries per liter, a plan using radon mitigation procedures established by the state Department of Public Health must be initiated before a full license is issued. The center is currently in the process of testing for radon. The program supervisor has contacted IDPH to establish a plan using radon mitigation procedures. I also called CCNC Mason regarding this issue on 3/17/17. The program retested again in April. Test results came back at 3 pCi/L. CORRECTED

V. SPECIAL NOTES/RECOMMENDATIONS:

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 641-684-3949; email jseiber@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.

*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.