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

Name of Center: Shepherd's Flock Early Learning Center **Enrollment:** 125 **License ID No. (Reapplications)** 28344

Street: 3900 Ashworth Rd **City:** West Des Moines Iowa **Zip** 50265 **County:** Polk

Mailing Address: 3900 Ashworth Rd, West Des Moines, IA, 50265

Director's Name: Diane Hensley **Phone Number:** 515-225-1952

On-Site Supervisor(s): N/A **E-Mail:** diane@sotv-wdm.org

Date(s) of Visit: 10-11-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 09-27-2022

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

Date Inspected: 01-26-2023

Comments : West Des Moines Fire Marshal.

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

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X 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

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	66	0	66
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 11-01-2022 to 11-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Nate Knepper **Date:** 10-12-2023

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An off-year visit was conducted on 10/11/23. The director was present throughout the visit.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. The most recent COVID updates were also reviewed.

Shepherd's Flock Early Learning Center is located within the Shepherd of the Valley Lutheran Church in West Des Moines, IA. The program opened in 1992 and serves children three to five years in age using a combination of different learning curriculums. The program is overseen by a Board. Diane Hensley is the director of this program and has been the director since 2007. The preschool operates independently of the church, but has the support of the church.

There are now five classrooms total and there are different options parents can choose from based on their child's age for when their child attends the program. Some of the classrooms partner and work in collaboration with each other throughout the day.

Classroom one: 420 square feet with a loft: Capacity 12
Classroom two: 420 square feet: Capacity 12
Classroom three: 620 square feet with a loft: Capacity 18
Classroom four: 440 square feet: Capacity 13
Classroom five: 380 square feet with a loft: Capacity 11

During the visit, children were observed in a variety of activities including playing outside on the playground, engaged in free-choice play at the different learning stations set up in classrooms, and engaged in a large group activity being facilitated by staff. Staff were spaced out in classrooms and the playground area supervising and being engaging with children.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program meets a need in the community. Enrollment remains steady.

All teachers have college degrees related to Education. Many tenured staff are employed at this program.

The preschool has a good working relationship with the church.

The preschool has their own website. Monthly newsletters are also sent or given to parents.

Staff pictures and bios are posted by the main entrance (will be soon after the new renovations).

The program has a lot of storage/classroom resource space.

The programs has a walkie talkie system in place for better communication among staff.

The director has many years' worth of experience working in child care and as a director. The director is organized.

The program has access to the indoor gym when weather doesn't permit outdoor play.

There is a secure entrance into the program.

Good child/staff interactions were again observed throughout the visit.

The director stated her staff work well together.

There has been a major renovation done inside the building which also improves the program space.

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

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
Number not in compliance: 1 staff member is past due for CPR and First-Aid re-certification.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. 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 were two adult scissors located in one lower cabinet that were accessible to children. This issue was corrected during the visit. THIS IS A REPEAT LICENSING REGULATION ISSUE FROM LAST YEAR, BUT FOR DIFFERENT THINGS.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.
The carbon monoxide detector could not be located on the day of the visit. It had been moved because of the current renovations taking place inside the building.

V. SPECIAL NOTES/RECOMMENDATIONS:

Radon testing was last completed 7/25/22 - 7/29/22. Radon levels in classrooms came back below the 4.0 cutoff. The center has three radon mitigation systems. Because levels were below 4.0, the center can move to testing for radon at least every five years now. So long as radon levels remain below 4.0, they can remain on a five year plan. If at the next testing levels in any classroom come back 4.0 or higher, the center will have to have a mitigation plan, retest, and at least temporarily move back to testing every two years.

Five new furnaces were installed in 1/2019. Annual inspections are required. The most recent inspection was completed on 10/18/22 so it is again coming due soon.

It was previously noted that the monthly food calendar is sent home to parents when it is their child's turn to bring in snack for the class. The CACFP smart phone application was discussed at the visit.

As previously noted, the program does not transport. Field trips are not taken. The program will bring in different agencies for presentations to children throughout the school year.

I-Power and IQ4K were again discussed at the visit. Staff need to get their annual professional development training uploaded into I-Power.

It is again recommended that staff files be organized per the staff tracking sheet with the most current information on top.

It was noted that one child is within their 30 day window of needing an updated annual physical (two days left to get this done or at the very least scheduled).

It was noted that one staff member still needs to complete the skills portion of CPR after they completed the online portion of certification.

The center needs a new relocation place for their Emergency Preparedness written plan.

A hand washing sign should be posted in the south restroom.

The director should send this consultant an updated floor plan via PDF email indicating square footage of all five classrooms (the newest room has a capacity of 10 or 11). There used to be seven classrooms, but with renovations, there are now five classrooms. UPDATE: This was completed as requested. The center's new capacity is 66 children.

*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.