Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: NICC Child Development Center-Calmar

Provider No.: 19145

Address: 1625 HWY 150 S, Calmar, IA, 52132

County: Winneshiek

Director's Name: Brook Hjerleid

On-Site Supervisor: Brook Hjerleid

Phone Number: 5635623263

E-Mail: hjerleidb@nicc.edu

HHS Visit Date: 08/20/2025

Licensing Period: 10/01/2024 to 10/01/2026

Fire Inspection:

Date Inspected: 07/17/2023

Comments:

Report Visit Type:

- [ ] PTO
- [ ] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [X] Year-Round
- [ ] School Year
- [ ] Summer Only

CHILD CARE CENTER ANNUAL EVALUATION

Program Population Served:

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	19	15	26	20	80
Summer					0

1. Basic Overview

On 08/20/25 I made an unannounced off year licensing visit to NICC Child Development Center in Calmar. Brook Hjerleid, the director, was not present. She has a BA in elementary and early childhood education, with a special education and reading endorsement. Ms. Hjerleid has her National Administrator Credential (NAC). She started with the program on 05/10/17. The center employs eleven staff members. The center is a teaching program and students enrolled in NICC are placed in classrooms as part of a “Guidance Lab”. These students receive SING background checks, fingerprints, take universal precautions training and mandatory reporter training.

The program opened in 1978. The program is in a free-standing building. The program operates Monday through Friday from 6:30 am until 5:30 pm. It serves infants through preschool children. There are currently 49 children enrolled.

The program operates out of the following rooms: infants (4 weeks to 12-14 months), one-year-old (12-14 months until 24 months), two-year-olds, a preschool room (three through five-year-olds) and a school-age room. Windows provide natural lighting in each of the classrooms other than the school-age classroom. The school age room is on the lower level. The rooms are decorated with pictures of the children, the children’s art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children’s birthdays were posted. There is an area for circle time in the preschool room.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computers, art, dramatic play, woodworking, Play-Doh, writing, math, science/discovery, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level so they are easily accessible to the children. The electrical cord for the television in the school age room must be secured to the wall.

The infant room uses cribs to nap. The older children use cots to nap.

The center uses a variety of resources to develop lesson plans. Activities are based on themes. The length of the theme depends on the children’s interest level. Each teacher prepares their own lesson plans. Lesson plans were available for review in each classroom. However, the preschool room only lists one activity pe day on their lesson plan. They need to plan for the entire day.

Daily sheets are correctly maintained in the infant room. In the one-year-old room the daily sheet did not have a spot to document the child’s mood/disposition. This is required for children under the age of two. Please update this form.

There was a phone with emergency numbers in each classroom with the center’s address and phone number. Emergency

CHILD CARE CENTER ANNUAL EVALUATION

fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits throughout the center. A daily schedule was posted in most rooms. You must add a daily schedule in the school age room.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. The radon test was completed in August 2024 and is good for five years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. There was a carbon monoxide detector on site in the entryway under a table on the main level and near the ramp on the lower level. The fire marshal inspection occurred on 07/17/23.

The center participates in the Child and Adult Care Food Program (CACFP). The center provides breakfast, lunch and an afternoon snack. Lunch is delivered to the center from the Northeast Iowa Community College (NICC) kitchen. The center makes breakfast and the afternoon snack. The children are being served their food. All the children eat in the "commons" area except for the infants. The commons space is set up as a large dining room. A new menu is prepared each month. Menus were posted.

Parents provide the formula, baby food and cereal for the infants. Bottles are sent to the kitchen to be sanitized. There is a refrigerator in the infant room and thermometers were present.

The kitchen was observed to be clean and organized. There is a chest freezer and two refrigerators. There were thermometers present. The chest freezer had a temperature of ten degrees and it should be zero and below. Please keep an eye on this. An industrial dishwasher is used to wash the dishes. There are also four sinks available in the kitchen and the three-step method is used to wash pots and pans. The children's dietary special needs were posted. Food items were stored according to NHSPS guidelines.

The center had Oxivir Tb and Clean Smart Hospital Grade Disinfectant to sanitize food table and disinfect the changing tables. Oxivir Tb has a dwell time of one minute. When used on food surfaces it requires a portable water rinse. The Clean Smart product has a one minute dwell time to sanitize and it requires a ten minute dwell time to disinfect. This is a long time to wait between diaper changes. If you continue to use this product, please make staff members aware of the dwell time.

I discussed diaper changes in the infant room and one-year-old room. Proper procedures are followed. The one-year-old room only has one garbage can. They must have a separate garbage can with a lid for only soiled diapers. The rooms where diaper changes are done must have two garbage cans.

Handwashing procedures must be posted near the sink in the two-year-old room. There were two posters in the bathroom so you can move one over to the classroom. If children use the bathroom in the dining room you must post handwashing procedures near the sink.

A fence surrounds the outdoor play areas. The center has an area for the infants and one-year-old children, an area for two-year-old children and a larger area for preschool and school-age children. The two-year-old children can also use the large area. There is no fall surfacing because the playgrounds are completely natural and there is no equipment with a fall eight greater than 18 inches. The grass in all the playground areas need mowed. This has been difficult because of the frequent rain.

The infant and one-year-old area has a sandbox that is covered by a pergola structure for shade. There are pushing toys, a dramatic play center and a sensory table. There is a small trampoline that has a net completely around it and small slides to exit the area. The fall height is not greater than 18 inches so fall surfacing is not required.

The two-year-old area has a picnic table, balls, small riding toys, a woodworking center, a dramatic play center and a sandbox. There is a tarp, but a tarp for shade.

The largest area has a natural slide built into a hill, a bridge, a pea gravel play area, a music center, sandbox, riding toys and gardens. There are also tree stumps and tires for the children to play on. Trees provide shade and there is also a tarp to provide shade. All locations have a grassy area for play.

The parent information is located on a bulletin board inside the entrance. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the

entrance. There are resources available for parents in the entrance.

2. Identify Observed Strengths of the program

Staff members were observed to be singing and dancing with the children I the two-year-old room. Staff members were enthusiastic and the children were laughing and excited to be dancing with the staff members. The staff members in this room then took the children for a walk. The school age and preschool children were combined during my visit. The staff members in this room also took the children on a walk. They provided the children with clear and easy to understand directions. The children were excited to go outside and enjoy the nice weather. In the toddler and infant rooms, the staff members sat on the floor with the children. In the toddler room they were playing with Play-Doh. In both rooms staff members introduced the children to activities. Child friendly music was playing in the rooms. Staff members were nurturing and attentive. They provided the children with praise but used positive redirection when necessary.

Ms. Hjerleid states they have the best families. She states, “This place is so important because we genuinely love our kids”.

Ms. Hjerleid states the staff members work well together and they are like a big family. She states staff members support one another. They brainstorm and work on plans together.

Ms. Hjerleid states parents are always positive and supportive.

Ms. Hjerleid states one staff member uses the WAGES program and one staff member uses the TEACH program.

There are pictures of the staff members in the entrance.

The center added caring for school-age children back into the program.

The center is a bus stop for school aged children.

Rooms keep communication notebooks so that staff members can communicate with one another about children or things that need to be done in the classroom.

The childcare center is a secure building and there are security cameras outside of the center.

Full time employees are employed by NICC and they receive health benefits and IPERS.

Ms. Hjerleid has obtained her National Administrator Credential (NAC).

3. Identify the aspects that fall below the standard

There are no citations following my visit.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

N/A

5. Special Notes/Recommendations

A full license is issued for the remainder of the licensing period. All DHS licensing standards and procedures must be maintained during the renewal period.

I met with Ms. Hjerleid following my observations of the classrooms. I spoke with her about adding a second garbage can to the one-year-old room for soiled diapers, securing the television cord in the school age room and a adding a daily schedule and having a more detailed lesson plan in the preschool room. These items will not be cited because there was not a pattern of disregard.

CHILD CARE CENTER ANNUAL EVALUATION

I would like to see more teacher consistency in the classrooms for the children. Consistent teachers know the children's schedules, routines and developmental needs.

Date: 09/03/2025

HHS Licensing Consultant: Rebecca Frost

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.