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

Name of Center: Dr Smith School Age Summer Program **Enrollment:** 14 **License ID No. (Reapplications)** 48412

Street: 918 W Main St **City:** McGregor Iowa **Zip** 52157 **County:** Clayton

Mailing Address: PO Box 163, McGregor, IA, 52157

Director's Name: Jennifer McCullick **Phone Number:** 563-873-2992

On-Site Supervisor(s): Hannah Rose **E-Mail:** drsmithchildcare@mflmm.k12.ia.us

Date(s) of Visit: 06-09-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 05-12-2023

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

Date Inspected: 07-17-2023

Comments :

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 Preschool-Age X School-Age

Get-Well Evening Care Special Needs

SCHEDULE: Year-round School-Year X Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General					0
Summer				29	29

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 07-01-2023 to 07-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 08-22-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 06/09/23 I made an unannounced licensing visit to Dr. Smith School Age Summer Program in McGregor. Jennifer McCullick is the director of the program. Ms. McCullick started with the program in October 2019 and became the director in May 2022. She has an AA in early childhood education. I met with Hannah Rose, the on-site supervisor, at the primary childcare center. Andrea Landt was in charge at the program the day I was present. There are two staff members present with the children each day.

I was informed that Ms. Rose is only at the program on Tuesday and Wednesday. Licensing standards mandate that a director or an on-site supervisor be present at a program every day for at least six hours. Ms. Landt does not meet the qualifications to be the on-site supervisor.

The Dr. Smith School Age Summer Program opened their license on 06/05/17. It is in MFL MarMac Community School. The childcare program operates only during the summer. It is open Monday through Friday and serves only school-aged children. The school age children start at the Dr. Smith Childcare program and move to the school at approximately 8:00 am. The children remain at the school until 2:30-3:00 pm and then move back to the childcare center. There are currently 14 children enrolled.

The centers observed on the day of the licensing visit include library, blocks, table toys, games, puzzles, art, dramatic play, writing, math and journals. 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 were easily accessible to the children.

The program primarily operates out of one classroom in the school for activities and they have an attached room where their cubbies are located. There is a sink and handwashing procedures were posted. The children have access to a bathroom with one toilet and one sink. Handwashing procedures were posted. The children have access to additional bathrooms in the school. They are also able to use the school gym and the outside playground area.

The program participates in the Child and Adult Care Food Program (CACFP). The children eat in the classroom. The children are served breakfast, lunch and an afternoon snack. Lunch and snack delivered from the childcare center. The children eat breakfast at the primary childcare center prior to walking to the school and the afternoon snack when they return to the center. A menu was posted. There is a refrigerator on site and a thermometer was present. Mostly disposable items are used, and food is dished out for the children.

I was only able to briefly meet with Ms. Landt because the children were leaving to play on the playground. I was unable to talk with her about the sanitizing process. As a reminder, the food tables must be cleaned with soap and water and then sanitized with a sanitizing agent. The sanitizer must sit on the tables for the dwell time indicated on the bottle.

Staff members use their cell phones for communication. Emergency numbers are in the binder but must also be posted in the classroom. The emergency posting must include the poison control number, the address of the school and the phone

number where a staff member could be contacted. Emergency fire and tornado procedures and evacuation diagrams were not posted by the main program doors or outdoor exits. They must be posted near all doors used by the program. Both items were cited in last year's report also and must be corrected.

A daily schedule was posted. A lesson plan was available for review.

There is a first aid kit on site.

I reviewed documentation of monthly fire and tornado drills for the summer of 2022. They have not practiced drills yet in 2023 because they program just opened. I reviewed documentation of monthly playground inspections for 2022. They have not been completed this year yet.

A radon test and fuel burning inspection is not necessary because the program is exempt from environmental assessments as a summer-only program located in a public-school building. The fire marshal inspection occurred on 02/13/20, with compliance on 02/21/20.

The program participates in field trips. On Mondays they visit the library for art, on Tuesdays they travel for field trips and on Wednesdays they go to a pool.

The parent information is located on a bulletin board inside the classroom. 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.

Staff and children files were reviewed at the time of the licensing visit. I reviewed eight children files. They were in good condition.

I reviewed two staff files. Ms. Rose did not have documentation of first aid and CPR training or mandatory reporter trainings. Ms. Rose informed me she had these trainings. I provided her the opportunity to send me evidence of trainings but did not receive anything. There was no documentation for on-going trainings. One staff member did not have a physical and one staff member had an outdated physical. Fingerprint results could not be located.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

There were two staff members with four children the day of my visit. This allowed for a lot of attention for the children.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The school is a relaxing atmosphere for the school-aged children. It is nice that they have their own space, and the parents appreciate it.

Children participate in several fun field trips during the summer. Some of the field trips include the Decorah Fish Hatchery, Waukon WW Homestead Dairy Farm and Creamery and city park, Prairie Du Chien St. Feriole Island Park and Children's Ranch, Dunning Springs, Effigy Mounds, Pikes Peak, pools, library and city parks.

Ms. Rose states the workers from the center are supportive of one another. The center and school-age program help one another out as needed and staff members are willing to work at both locations.

The program has the support of the school, and they can use the school resources. They also receive a lot of community support.

The program is small which allows for more attention to the children who attend.

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

109.6(2). Director or On-Site Supervisor on-site during the hours of operation or a minimum of six hours of center's hours of operation.
I was informed that Ms. Rose is only at the program on Tuesday and Wednesday. Licensing standards mandate that a director or an on-site supervisor be present at a program every day for at least six hours. Ms. Landt does not meet the qualifications to be the on-site supervisor.

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: 2
Fingerprint results could not be located.

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.
Number not in compliance: 2
One staff member did not have a physical and one staff member had an outdated physical.

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
Ms. Rose did not have documentation of first aid and CPR training or mandatory reporter trainings. Ms. Rose informed me she had these trainings. I provided her the opportunity to send me evidence of trainings but did not receive anything. There was no documentation for on-going trainings.

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. Emergency fire and tornado procedures and evacuation diagrams were not posted by the main program doors or outdoor exits. They must be posted near all doors used by the program. This was cited in last year's report also and must be corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

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

You must make the correction to have an approved on-site supervisor present during the program at least six hours each day.

There was a delay in completing this report because I was waiting for a current fire marshal inspection, which I received on 08/22/23.

*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.