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

Name of Center: NEICAC-Waukon Head Start **Enrollment:** 25 **License ID No. (Reapplications)** 18174

Street: 953 3rd Ave NW **City:** Waukon Iowa **Zip** 52172 **County:** Allamakee

Mailing Address: PO box 487, Decorah, IA, 52101

Director's Name: Sharon Burke **Phone Number:** 563-568-3603

On-Site Supervisor(s): Sheena Bouzek **E-Mail:** sburke@neicac.org

Date(s) of Visit: 04-18-2023

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

LICENSING VISITS

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

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

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

Date Inspected: 01-06-2021

Comments : Compliance on 01/27/21

LICENSE TYPE: X **Child Care** **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: 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	19	40	0	59
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2022 to 05-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 04-20-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/18/23 I made an unannounced off year licensing visit to NEICAC-Waukon Head Start. I met with Sheena Bouzek, the on-site supervisor and lead teacher in Classroom A. Ms. Bouzek has an AA in early childhood. Ms. Bouzek started with the program in August 2020 but was previously employed at Head Start and was also previously employed as an on-site supervisor in a childcare center. Lauren Johnson is the lead teacher in Classroom B. She has been employed by Head Start since October 2018 and has her CDA. Ms. Johnson was not present during my visit. The associates in Classroom A are Sarah Schnur and Bailey Roth. The associate in Classroom B is Summer Reyes and they recently hired a second associate who had not started yet. Sharon Burke is the director of the Early Childhood Programs operated by Northeast Iowa Community Action Corporation. She is in the administration office in Decorah. Kim Jasper is the interim program manager. Kristy Wilker, the lead teacher at NEICAC-Guttenberg, will be taking over as the program manager. Robin Hilleshiem-Palmer is the family worker for the program.

The Head Start program is in West Elementary in Waukon. The program can operate from 6:00 am until 6:00 pm Monday through Friday. The core preschool program operates from 8:15 am until 2:45 pm during the school-year. Wraparound childcare services are provided before and after preschool and through the summer months. There are currently 25 children enrolled.

The program operates out of two classrooms. An inspection of each room was completed. Windows provide natural lighting. The rooms are decorated with 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 each classroom. There is also an Epson projector in each room.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, Ipads, art, dramatic play, playdough, writing, math, science/discovery, woodworking, 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 were easily accessible to the children.

There is a bathroom between the classrooms with three toilets and a Koala Bear Kare diaper changing table mounted to the wall. Diaper changing procedures were posted. There is a child-sized sink in each classroom for the children to wash their hands. Handwashing procedures were posted. There is also an adult sink in each room. Cots are used to nap.

The center participates in the Child and Adult Care Food Program (CACFP). The children receive breakfast, lunch, and afternoon snack. Lunch and breakfast are prepared by West Elementary school cafeteria staff during the school year. Head Start staff members prepare snacks and all meals during school breaks and during the summer. Family style is used, and they eat in the classroom. Menus were posted. Allergies are confidentially posted.

The center is equipped with a full kitchen. The kitchen was clean and organized. There are three sinks and an industrial dishwasher. The program is using mostly disposable products. Food items were stored according to NHSPS guidelines.

There are two refrigerators and an upright freezer and thermometers are present.

The program is using Oxivir Tb to sanitize toys and classroom materials and SaniDate Hard Surface Sanitizer to sanitize the food tables. Each product has a one-minute dwell time.

The program uses the Creative Curriculum, Handwriting Without Tears, Heggerty Phonemic Awareness, Second Step, and Jolly Phonics to prepare lesson plans. GOLD assessments are completed on each child. They complete ASQ assessments on all children and the Brigance Screening tool is used. Activities are based on studies. The length of the study depends on the topic and the children's interest level. There is also a weekly nutrition activity for the children. The program uses Healthy Kids and participates in the Farm to Early Care and Education program (F2ECE). Monthly newsletters are provided to parents to inform them of studies, activities and special dates. There is an Epson projector in the room.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. They implement a new PBIS topic each month in the classroom and information is sent home to parents so they can utilize the tools at home as well. The program is also using solution kits in the classroom. This allows staff members to use flash cards with visual choices so children can try to solve their own problems. The children receive hearing, vision and dental screenings.

There was a phone with emergency numbers in both rooms. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits in the classrooms. A daily schedule was posted, and a lesson plan was available for review in each room.

I reviewed documentation of monthly fire and tornado drills. Head Start also practices monthly intruder drills. I reviewed documentation of monthly playground inspections. A radon test was completed in September 2021 and is good for two years. Results were within EPA guidelines. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site in Classroom A near the adult sink and outside of the classroom door in the hallway. Outlets were protected. The fire marshal inspection occurred on 01/06/21, with compliance on 01/27/21.

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. Parent resources are in the hallway.

The program is in the process of installing a new playground area. The climbing equipment was just put in and they are waiting for the fall surfacing. They are installing poured-in-place rubber for fall surfacing. There is a grassy area and there are planters in this area.

Staff members were observed to have great interaction with the children. In one room staff members were dancing with the children during circle time. In the other room staff members were talking to the children and allowing them to share stories. Staff members offered the children choices. Staff members used positive redirection and PBIS visual cues to redirect disrupting behaviors. Children were encouraged to use their imaginations. A staff member was working one on one with children. Staff members had great teamwork. They were patient and had great routines in the classrooms. The children appeared to enjoy themselves in the classrooms.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Bouzek states they have great communication between staff members in both classrooms. Staff members are willing to work in both rooms when it is necessary.

Ms. Bouzek states they are currently short staffed, and they have great teamwork to make all shifts are covered.

Ms. Bouzek states they follow Creative Curriculum and work on skills with the children to prepare them for kindergarten, such as writing their names.

The program makes referrals to Keystone AEA as necessary for children to receive evaluations. They have several children involved with AEA. This provides the children a greater opportunity to achieve goals and succeed in school.

There are cameras in each of the rooms and they are in a secured building.

The program offers wrap around childcare to children before and after the core hours of school. They are also going to operate one room this summer.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. This allows teachers to involve the parents in the program.

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

N/A

V. 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.

Ms. Bouzek will be leaving the Waukon site and moving to the NEICAC-Monona site at the completion of the school year.

*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.