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

Name of Center: Trojan 6 to 6 Extended Care Program **Enrollment:** 67 **License ID No. (Reapplications)** 50270

Street: 207 3rd St SW **City:** State Center Iowa **Zip** 50247 **County:** Marshall

Mailing Address: PO Box 370, State Center, IA, 50247

Director's Name: Josh Russell **Phone Number:** 641-483-2671

On-Site Supervisor(s): Lori Shaffar **E-Mail:** jrussell@wmcsd.org

Date(s) of Visit: 12-14-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 10-05-2022

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

Date Inspected: 01-05-2022

Comments : Fire inspections are due at least every three years.

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 X 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			31	59	90
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 12-01-2022 to 12-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SWIV **Date:** 01-09-2024

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year visited was completed 12-14-23.

This center was given Permission to Open on 8/23/18. The program is located in the elementary school in State Center and provides before and after school care to the children who attend this school, as well as wrap around care to preschool age children. The program added three year old preschool starting in the fall of 2022. The center is open year round and provides care when school is not in session. When school is in session, morning hours are from 6:00 am to 8:00 am and after school care is from 3:30 pm to 6:00 pm. Full day care is from 6:00 am to 6:00 pm.

Joshua Russell is the Director, starting in this position in the summer of 2021. Joshua is the principal at the Elementary school and has both a Bachelor's degree and a Master's degree in Education. Joshua was a principal at an elementary school for 6 years prior to becoming the principal at this elementary school. Joshua meets qualifications to be the Director. Lori Shaffar is the On-Site Supervisor, starting in this position in the summer of 2021. Lori has a one year diploma in child care and has 22 prior years of experience in a childcare setting. Lori meets qualifications to be the On-Site Supervisor.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Room observations/Activities: The cafeteria is the main programming room and this room has a capacity of 90. The center primarily uses the cafeteria, wrap around room, music room and the gym. The program has wrap around care for preschool age children when they are not in preschool. The school offers preschool in two sessions for both the 3 year old and 4 year old children; 8:00 am to 11:15 am and 12:15 pm to 3:25 pm. The children attending either session can receive wrap around care for full day programming. The rooms were observed to be organized and offer a variety of activities/toys. The staff were observed in ratio, and to maintain a good structure while responding to the children in a nurturing manner.

Nutrition Practices: There is a school lunchroom available, however the children bring their own lunches.

Playground: The playground is maintained by the school; and was in good condition. Playground checks were completed as required.

Health and safety: Fire/tornado plans were posted; drills were documented as having been completed monthly as required. There were handwashing posters in the classroom and the school maintains the restrooms. Medications, when necessary are store secured and administered by the school nurse or other staff.

Transportation/Field trips: when there are field trips-use of a school bus and driver are available.

Administrative review: Information for mandatory reporter, handbook accessibility, consultant contact, license, fire/tornado plans, and non-smoking signs were conspicuously posted. Two staff files were reviewed and a copy of one staff's

FBI/National checks was missing at date and will be verified. Four child files were reviewed and all necessary information was found. This program has an established policy.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The main staff working at the center also work at the school and this provides consistency for the children in the program.

The program has a secure entrance.

The school and most of the center staff continued to be PBIS trained.

The new Director and On-Site Supervisor are organized and have worked diligently to ensure they are following DHS licensing regulations.

The staff present as a cohesive team. The staff are invested in the program.

There is strong communication between the staff and the families, as well as between the staff and the school personnel.

The director and on-site supervisor are strong leaders and feel they have a strong team.

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

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: 1

Staff file missing the date; which the OSS attempted to provide but was not able due to technological difficulties.

V. SPECIAL NOTES/RECOMMENDATIONS:

The program has completed the emergency preparedness plan and disaster kit.

*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.