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

Name of Center: A to Z Learning Center & Day Care-Donald **Enrollment:** 60 **License ID No. (Reapplications)** 21731

Street: 307 E Donald St **City:** Waterloo Iowa **Zip** 50703 **County:** Black Hawk

Mailing Address: 307 E Donald St, Waterloo, IA, 50703

Director's Name: Chris York **Phone Number:** 319-232-4325

On-Site Supervisor(s): Jessica Moffett **E-Mail:** atoz307donald@gmail.com, atoz4828@gmail.com

Date(s) of Visit: 06-19-2024

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

Date Inspected: 11-02-2023

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: X Infants (0-23 mo.) X 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	11	16	40	12	79
Summer					0

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:** 06-26-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 06/19/24 I made an unannounced off year licensing visit to A to Z Learning Center and Day Care-Donald Street in Waterloo. I met with Jessica Moffett, the on-site supervisor. She has been employed since May 2019 and became the on-site supervisor in June 2022. Moneka "Moe" McPherson is in charge when Ms. Moffett is not at the center. Ms. McPherson has been with A to Z since September 2014. The program employs fifteen staff members.

A to Z Corporation operates four childcare centers in the Waterloo-Cedar Falls area. Chris York is the director of the centers. She has been involved with childcare for over thirty years and she has been the director of A to Z Learning Center and Day Care since it opened in 1991.

A to Z on Donald Street operates out of a free-standing building. The center operates Monday through Friday from 5:30 am until 6:00 pm. It serves children who are six weeks old through twelve-years-old. A to Z on Donald Street also houses the state voluntary four-year-old preschool program through the Waterloo Community School during the school year. Donita Schmitz is the teacher for the preschool. The preschool program operates Monday through Friday from 8:00 am until 10:00 am. There are currently 60 children enrolled at the center.

The program operates out of the following classrooms: Bear Cubs (6 weeks-12 months), Alligators (12-24 months), Monkeys (younger two-years-olds), Doodle Bugs (three-year-olds), Dinosaurs (three and four-year-olds), Jungle Friends (four-year-olds), Sea Creatures (four and five-year-olds), and Clowns (school-aged children). An inspection of each room was completed. Windows provide natural lighting and artificial lighting is also used. 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 rooms.

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

A variety of resources are used to create lesson plans. Activities are developed around weekly themes. The themes are the same for the entire center. Lesson plans were available for review. Activity calendars were also posted in every room.

In the Monkey room there were two children under the age of eighteen months old with the two-year-old children. Children under the age of eighteen months cannot be in the same room as children who are two years old and older. The staff member was not keeping daily sheets for the children under the age of two. She states she did not know this was required.

When I arrived at the center there were four school-age children who were randomly walking in and out of the school-age classroom unsupervised. One of the school age children was in the office alone looking for markers. When I asked the staff member in the school age room why she was allowing the children to leave her response was they were from a different

classroom, but this was not the case. Children of any age can never be left unsupervised.

In the school-age room the staff member had her purse on a table within reach of the children. I asked her to move it and she moved it to another location that was within reach of the children. I then informed her she had to move her purse to the closet or on a high cupboard and she complied. Purses and personal items cannot be within reach of children.

There was a phone with emergency numbers and the programs address and phone number in the classrooms. Emergency fire and tornado procedures and evacuation diagrams were posted by most of the main program doors and outdoor exits throughout the center. The diagram must be posted near the exits in the Doddle Bug room and in the infant room the diagram must be posted near the door to the Alligator room. In the Alligator room the diagram must be posted near the door to the infant room. A daily schedule was posted in each of the rooms. You should post a daily schedule specific to school-age children in their room.

The program participates in the Child and Adult Care Food Program (CACFP). Laniya Keys is the cook. The center provides the children with breakfast, lunch and a morning and afternoon snack. The center has a rotation of four menus. Dishes are returned to the kitchen to be washed using the three-step method. Menus were posted. There are two refrigerators and an upright freezer in the kitchen. You need to place a thermometer in the freezer portion of the refrigerator in the kitchen. The thermometer in the upright freezer appears to be broken and should be replaced.

In the infant room the center provides one brand of formula, baby food and cereal. They are washing and sanitizing bottles in the room. There is a refrigerator in the infant room and a thermometer was present.

The program uses bleach to sanitize the food tables and disinfect the changing tables. I discussed or observed diaper changes in the classrooms and procedures are followed. In the school-age room I observed the staff member sanitize tables after snack. She did not clean the tables with soap and water first and she sprayed the sanitizer over the food sitting on the table.

Post handwashing procedures on the west side of the infant room near the sink.

I reviewed documentation of monthly fire and tornado drills. Fire and tornado drills could not be located for 2023. I know the center completed them in 2023 through July so it appears they just misplaced the paperwork. I reviewed documentation of monthly playground inspections. A radon test was completed in February 2023. The results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is located on all three levels. They are in the Doodle Bug room, the Bear Cub room and the Sea Creature/school-age room. Outlets were protected. The fire marshal inspection occurred on 11/02/23.

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.

The center has three fenced-in play areas. Wood chips are used for surface cushioning in two areas. The third area only has grass and no equipment. There is a smaller area for children ages two through five-years-old. There is climbing equipment with slides and a playhouse. There is a concrete area for riding toys.

The area for the older children has a larger piece of climbing equipment with slides and a tunnel, rocking toys, two small bicycle merry-go-rounds, a teeter totter, and small stationary items to climb on. There is a grassy area to play on. There is a concrete area for riding toys and a basketball hoop. Trees provide shade in both locations.

New wood chips are purchased each year.

Staff members talked with the children about sharing and modeled good manners. They encouraged the children to use their imaginations and they sat on the floor actively engaged in activities. Staff members were patient and used positive redirection when necessary. They took the children outside to enjoy the nice weather and to move around. The children appeared to enjoy themselves at the center.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Moffett states she has reliable staff members.

Ms. Moffett states her staff members get along with one another which allows the center to run smoother.

Ms. Moffett states there is good teamwork among staff members and everyone is willing to jump in and help where needed.

Each room has an Alexus speaker to play child friendly music for the children.

There is a note for parents so they know the pyramid of supervision and who to contact if they have questions or concerns.

The program has a terrific summer program for children that includes several field trips for the school-age children.

The center partners with the Waterloo School District to house the voluntary four-year-old preschool program and participates in the Iowa QPPS program.

The program has two vans and provides transportation to school-aged children to Highland, Lincoln, Cunningham and Carter schools.

There are pictures of the staff members in the entrance.

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

109.9(4): Daily written records are maintained for each child under two years of age and include time periods slept, amount of/time food consumed, time/irregularities of elimination patterns, general disposition, and general summary of activities.
The staff member in the Monkey room was not keeping daily sheets for the children under the age of two. She states she did not know this was required.

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.
The emergency diagram must be posted near the exits in the Doddle Bug room and in the infant room the diagram must be posted near the door to the Alligator room. In the Alligator room the diagram must be posted near the door to the infant room. Fire and tornado drills could not be located for 2023. I know the center completed them in 2023 through July so it appears they just misplaced the paperwork.

109.10(16)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.
When I arrived at the center there were four school-age children who were randomly walking in and out of the school-age classroom unsupervised. One of the school age children was in the office alone looking for markers. When I asked the staff member in the school age room why she was allowing the children to leave her response was they were from a different classroom, but this was not the case. Children of any age can never be left unsupervised.

109.11(2): A safe and properly equipped area is provided for infants that does not allow for intrusion by children over two years of age.
Children over age two who remain in the infant area are placed at the recommendation of a physician or AEA due to a significant developmental delay. Children are placed for a limited time with DHS approval if doing so does not pose a threat to the infants.
In the Monkey room there were two children under the age of eighteen months old with the two-year-old children. Children under the age of eighteen months cannot be in the same room as children who are two years old and older.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. 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.
In the school-age room the staff member had her purse on a table within reach of the children. I asked her to move it and she moved it to another location that was within reach of the children. I then informed her she had to move her purse to the closet or on a high cupboard and she complied. Purses and personal items cannot be within reach of children. In the school-age room I observed the staff member sanitize tables after snack. She did not clean the tables with soap and water first and she sprayed the sanitizer over the food sitting on the table.

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.

*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.