

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

Name of Center: Active Minds Early Learning Academy **Enrollment:** 53 **License ID No. (Reapplications)** 43324

Street: 1744 Falls AVE **City:** Waterloo **Iowa Zip** 50701 **County:** Black Hawk

Mailing Address: 1744 Falls AVE, Waterloo, IA, 50701

Director's Name: Veronica Armstrong **Phone Number:** 319-234-1060

On-Site Supervisor(s): Veronica Armstrong **E-Mail:** ronni@activemindsia.com

Date(s) of Visit: 06-21-2018

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:** 06-07-2018

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

Date Inspected: 07-10-2017

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X **Profit** **Non-Profit** **NA**

Accreditation: **Accredited** **NAEYC** **NSACA** **Other** X **NA**

Program Serves: **Infants (0-23 mo.)** X **2 Years** X **Preschool-Age** X **School-Age**

Get-Well **Evening Care** X **Special Needs**

SCHEDULE: X **Year-round** **School-Year** **Summer Only**

HOURS:	<u>Year-round</u>		<u>School-Year</u>	<u>Summer Only</u>	
LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	12	30	18	60
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 07-01-2018 to 07-01-2020
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost

Date: 06-26-2018

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 06/21/18 I made an unannounced licensing visit to Active Minds Early Learning Academy in Waterloo. I met with Veronica "Ronni" Armstrong, the owner and director of the program. Ms. Armstrong has a BA in early childhood and elementary education and an endorsement in special education for children ages birth to eight-years-old. She has a master's degree in education. Ms. Armstrong opened the center on 05/21/14. Jordan Spooner, Deb Marshall or Amber Faley is in charge if Ms. Armstrong is away from the center. The center has twelve employees.

The program operates out of a free standing building. The program operates Monday through Friday from 5:30 am until 6:00 pm and serves children ages two through twelve-years-old. There are 53 children enrolled.

The center operates out of three rooms. One room for two and three-year-olds, a room for preschool children and a room for school-age children. An inspection of each room was completed. Artificial lighting is mostly used, but the doors do provide some 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, colors and numbers. There is an area for circle time.

The centers observed on the day of the licensing visit include library, blocks, table toys, games, puzzles, transportation, art, computers, puppets, dramatic play, writing, math, science, listening, Play-Doh, 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.

Over the counter medications in the buckets must be labeled with the child's name in both rooms.

Ms. Armstrong states they use a variety of resources to create the lesson plans. Ms. Armstrong states they use Creative Curriculum as an outline. She also uses Handwriting Without Tears, Day by Day Preschool Plans through Mailbox magazine and Moving Through Math. Ms. Armstrong states they work on numerical integration. They have a literacy and math goal they work on each week. Lesson plans were available for review.

There was a phone with emergency numbers in the classrooms. Emergency fire and tornado procedures and diagrams were posted by the program doors and outdoor exits. A daily schedule was posted in each room.

I reviewed documentation of monthly fire and tornado drills. A radon test was completed in January 2018 and is good for two years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site in the preschool room. Outlets were protected. The fire marshal inspection occurred on 07/10/17.

Staff and children files were reviewed at the time of the licensing visit. I reviewed eight children files. There was one invalid immunization certificate because it was not on the mandated Department of Health certificate.

I reviewed five staff files. There are two outdated staff physicals

I also reviewed program handbooks. Please update your professional development policy to reflect the mandated changes that occurred as of October 1, 2016. Please note that all new staff members must complete first-aid, CPR, mandatory reporter, universal precautions and Essentials training within 90 days of hire.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Armstrong has made improvements and additions to the outdoor play area.

Ms. Armstrong had organized children and staff files that were easy to review. This is greatly appreciated.

Ms. Armstrong states the program is growing. They receive a lot of referrals through word of mouth and positive feedback about the program and what they are accomplishing.

Ms. Armstrong states they provide year-around preschool and provide children with a high quality learning experience.

The program is a bus stop for Becker Elementary.

Ms. Armstrong serves several children with special needs and behavior problems. She takes children other programs have thrown out. She works closely with AEA to provide services to the children and families. Ms. Armstrong brings in extra staff members to help with the children.

The program also works with Child Care Resource and Referral (CCR&R).

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

109.4(2)e: Written plan for ongoing staff development that complies with 441 IAC 109.7.

You must update your professional development policy to reflect the changes made as of October 2016.

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

There were two outdated staff physicals.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.

Number invalid: 1

Immunization records must be on the Department of Health immunization certificate or it is invalid.

109.10(3)a: All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.

Over the counter medications in the buckets must be labeled with the child's name in both rooms.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. 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 me (phone 319-292-2429; email rfrost@dhs.state.ia.us so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

*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.

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