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

Name of Center: Child Care Junction **Enrollment:** 83 **License ID No. (Reapplications)** 16039

Street: 1111 S Linn ST **City:** Boone Iowa **Zip** 50036 **County:** Boone

Mailing Address: 1111 S Linn ST, Boone, IA, 50036

Director's Name: Chelsea Mittag (starts 11/28/22) **Phone Number:** 515-432-3084

On-Site Supervisor(s): N/A **E-Mail:** ccjdirector@childcarejunction.org

Date(s) of Visit: 11-09-2022

X **Licensing Visit** **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:** 10-18-2022

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

Date Inspected: 03-07-2022

Comments : Boone Fire Marshal. Fire Marshal inspections are due at least every three years for licensing.

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: X Infants (0-23 mo.) X 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	24	12	60	30	126
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: Nate Knepper **Date:** 11-09-2022

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

A licensing visit was conducted on 11/9/22. Board member, Sarah Heineman, was present throughout the visit.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. The most recent COVID updates were also reviewed.

Child Care Junction is located in the Goldthwaite-Garvey Family Resource Center in Boone, IA. Drake University - Boone Head Start is also located in this building along with another elderly agency. The center serves children ages six weeks old to 12 years in age and they utilize the Creative Curriculum Gold teaching strategies with children. Chelsea Mittag will be the director of this center starting on 11/28/22. Chelsea has a BA degree as well as past experience being a director at another center. The center is overseen by a Board.

During the visit, children were observed napping in cribs, having tummy time, being bottle fed, engaged in free-choice play at the different learning stations set up in classrooms, singing children's songs, and painting. Staff were engaged in all child activities.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The new director coming on board in the near future has past experience being a director.

The Board is highly involved in the center's day to day operations.

Staff pictures are posted by the main parent board area.

There is a secure entrance into the building.

Monthly staff meetings are held.

Each classroom sends out monthly newsletters. In addition, parent teacher conferences are held each year for certain ages.

The center participates in the food program (CACFP).

The center employs a full-time cook.

The center will provide a certain brand of formula for infants free of charge if parents request.

The center has their own website where additional information can be obtained.

The center utilizes the electronic Pro-Care system for staff and parents to use in signing into/out of the center.

The center has good partnerships with other community businesses.

The Board member believed staff have worked hard as well as really well together the past three months since being without a director.

Enrollment has again increased within the past year.

A new playground structure was installed on one area of the playground within the past year.

The center utilizes CCR&R on a regular basis.

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 brand new staff member has not yet been fingerprinted. Fingerprinting should be conducted prior to starting. It was noted the SING check was completed.

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: 1. The same staff person as above needs to get a physical.

109.9(2): All files are updated at least annually and when a change occurs.
One child file was not updated.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number missing: 1
Number invalid: 3 certificates were not signed and/or dated.

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.
1. The bolts on the fence are still an issue. THIS HAS BEEN AN ISSUE THREE YEARS NOW.
2. Two climbing structures did not have the minimal six feet of fall zone space.

109.11(7)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.
Radon testing is due every two years and was last tested in 10/2020 so it is past due.

V. SPECIAL NOTES/RECOMMENDATIONS:

Radon testing is due every two years and was last tested 10/9/20 - 10/12/20 so it is past due. All classrooms came back with radon levels below the 4.0 cutoff. All classrooms should be retested. It is recommended this be completed over the Thanksgiving holiday.

The current annual boiler inspection expires on 11/30/22 so it is again coming due.

The center goes on field trips and contracts for transportation if they are not within walking distance. Children's emergency contacts and a first-aid kit are taken along for all field trips. Field trips are generally only taken during the summer months.

A referral was made to CCR&R to assist the center with reviewing their Emergency Preparedness Plan.

A hand washing sign should be placed by each sink in the school-age restrooms.

IQ4K and I-Power were discussed at the visit.

The CACFP smart phone app was shared with the Board and the new cook.

In the employee handbook, the number for the child abuse hotline needs to be changed to the number listed on the main parent board.

It is recommended old inspection forms be shredded. It is recommended the current and the next most current inspection forms be kept. Some forms from early to mid 2000s were observed at the visit.

A new, full, two-year license is recommended.

*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.