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

Name of Center: Tri-County Head Start Learning and Community Ctr **Enrollment:** 63 **License ID No. (Reapplications)** 52237

Street: 840-844 W 4th St **City:** Waterloo Iowa **Zip** 50702 **County:** Black Hawk

Mailing Address: PO Box 1050, Waterloo, IA, 50704

Director's Name: Dr. Latisha Smith **Phone Number:** 319-235-0383

On-Site Supervisor(s): Haley Bradford **E-Mail:** lsmith@teamtricounty.org

Date(s) of Visit: 11-01-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 11-17-2022

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

Date Inspected: 04-03-2023

Comments :

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*	*Summary Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	36	17	57	0	110
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-28-2023 to 08-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 11-09-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 11/01/23 I made an unannounced licensing visit to Tri-County Head Start Learning and Community Center in Waterloo. Haley Bradford is the program manager and on-site supervisor but she was not present during my visit. Ms. Bradford has a BA in Human Development and Family Services. She started with Head Start in May 2022 and has been involved with childcare since 2018. Heather DePyper is being named as an on-site supervisor on this date. Ms. DePyper has her CDA and has been employed by Head Start for 21 years. The program employs 30 staff members, including the administrative staff that are in the building.

Hsae Meh is the family worker. She meets with families in the home to provide support and assist with community resources. Dr. Latisha Smith became the director of the Tri-County Head Start programs in December 2022. She is the Educational Services Director for Tri-County Head Start. She started in this position in September 2021. She has a BA in early childhood and elementary education, an MA in Education and a Doctor of Education in curriculum and instruction. Her office is in the administration office in Waterloo.

The Learning and Community Center Head Start program operates out of a free-standing building. The program is non-profit. It operates Monday through Friday from 6:30 am until 5:30 pm all year around and serves infants through preschool age children. Wraparound services are provided. There are currently 63 children enrolled. The program has a capacity of 110 children.

The program operates out of the following rooms: infants (Curious Cubs), toddlers (Kind Koalas), two rooms for two-year-olds (Joyful Jaguars and Proud Pandas), three preschool rooms for children ages three through five-years-old (Leading Leopards, Responsible Rhinos and Trustworthy Tigers). The are currently not using the Trustworthy Tigers room. They program also has a Great Room they call Creative Chameleons. An inspection of each room was completed. Windows provide natural lighting in the upstairs rooms. The rooms are decorated with the children's art projects.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, writing, math, science/discovery, magnets, puppets, 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 were electrical cords in Kind Koalas, Joyful Jaguars, Responsible Rhinos and Proud Pandas that are within reach of the children. All electrical cords must be secured or placed behind items so that children do not have access to them. In the Kind Koalas room, a staff member's personal bag was on the floor where the children could have access to it. All staff personal items must be stored out of the reach of children.

There is a bathroom with a toilet, a sink and a changing table in every room except for the Curious Cubs and Kind Koalas. Handwashing and diaper changing procedures were posted in these areas. There is a sink in every classroom and handwashing procedures were posted. The infant room also has a sink for food prep. There are diaper changing tables inside the Curious Cubs and Kind Koalas classrooms and diaper changing procedures were posted. Post procedures in the Trustworthy Tigers room prior to using it. In the Leading Leopards room, the classroom sink water is too hot for the

children to use. This must be corrected so that children do not burn their hands. There was not soap to wash hands in the bathroom of the Responsible Rhinos. Staff must make sure there are adequate handwashing materials available to children.

The Great room is used to combine the children during the first and last hour of the day and used for gross motor activity when the children cannot go outside. There are several center activities available for the children.

Please note, you cannot be out of ratio during the morning hours of operation when you are combining the older children in the Great room. The licensing standard states: For a period of two hours or less at the beginning and end of the center's hours of operation, one staff may care for seven or fewer children, provided no more than four of the children are under the age of two years and there are no more than seven children in the center. If you are operating out of two rooms when the center opens- and there are more than seven children, each room must be in ratio based upon the ages of the children.

The center uses the Creative Curriculum to prepare lesson plans and completes GOLD assessments. They also complete 45-day assessments, which include ASQ, ASQ-SE and Brigance assessments. Each teacher prepares their own lesson plans. The length of the study depends on the interest level of the children and number of activities associated with the study. In the infant room they set developmental goals for each child and plan activities to achieve these goals. Lesson plans were available for review in each room. Not all the lesson plans were current. Make sure staff members are posting current lesson plans.

The center partners with Central Rivers AEA. They will come to classrooms to work with children who have identified needs. Monthly newsletters are provided to the parents and the program participates in the Positive Behavioral Intervention Supports (PBIS) program in the classroom. This focuses on the three components, "be safe, be responsible and be respectful". There are several visual cues in the classrooms to help direct the children. I did observe positive redirection and PBIS Methods being used with the children.

Daily sheets are maintained on children under the age of two-years-old.

There was a phone with emergency numbers in each of the classrooms. Staff members communicate with one another using two-way radios. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits throughout the center except for in the Trustworthy Tigers room. When you start using this room you must post the evacuation diagrams. A daily schedule was posted in each room.

There is a prescription medication used in the Proud Pandas room. Staff members must document every day the medication is in effect. If the child is not present or the medication was not given for another reason this must be documented on the medication authorization form for prescription medications. Additionally, all the over the counter products, such as diaper creams, lotions and Vaseline, must be labeled with the name of the child or with "center".

I reviewed documentation of monthly fire and tornado drills. The program just finished developing their playground so there was not any documentation of monthly playground inspections. This must occur monthly now that it is being used. A radon test was completed in July 2023 and is good for two years. Results were within EPA guidelines. There was no documentation for a fuel burning inspection, but I was informed the unit was looked at on 10/31/23. Please be aware you must get documentation for current fuel burning inspections and have it available for review. It is believed the carbon monoxide detectors are built into the fire alarm system in the ceiling. Please get documentation for this so we both know if this is accurate. Outlets were protected. The fire marshal inspection occurred on 04/03/23.

Head Start participates in the Child and Adult Care Food Program (CACFP). The center provides breakfast, lunch and an afternoon snack. Meals and snacks are prepared by Head Start staff on site. Candy Higgins is the cook and Collin Sawyer is the assistant cook. A Head Start nutritionist make a new menu each month. There is an industrial refrigerator and three industrial freezers in the kitchen and thermometers were present. There are three sinks and an industrial dishwasher for all dishes. Menus were posted and allergies were confidentially posted. Lunch is delivered to the rooms and the children eat in their rooms. Family style is used for the older children.

The kitchen was observed to be clean and organized. Food items were observed to be stored according to NHSPS guidelines. In the Kind Koalas room there was cereal that was rolled up in the box. Once a food item is opened it must be stored in a sealed plastic, metal or glass container and be dated. There was not a pattern of disregard so this will not be cited.

Head Start provides two kinds of formula, baby food and cereal for the infants. If the infant requires a special formula Head Start will purchase the formula with a doctor's note. Bottles are washed in the infant room using the three step method. Other dishes are taken to the kitchen and put through the dishwasher. Refrigerators are in each program room and thermometers were present.

Head Start provides diapers and wipes for the children. There is a lactation station in the infant room for nursing mothers.

The center uses bleach and water to sanitize the food tables and disinfect the diaper changing tables. The soap and water bottles and the bleach bottles in each room must be clearly labeled. Several were not labeled.

I observed or discussed diaper changes in the classrooms. In the infant room the staff members are washing the children's hands with wet wipes. These do not have a cleaning agent. You must wash all children's hands with soap and water. If you do not want to hold an infant over the sink you can use the three-step method to wash hands using three cloths. One cloth to get the child's hands wet, one with soap to clean them and one wet one to wash the soap off. You then dry the child's hands. Additionally, several rooms are not using soap and water on the changing tables prior to the disinfectant. This must always occur. Please properly train all staff members on diaper changing procedures.

The parent information is located on a hallway wall 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 program has a fenced in play area in the parking lot area of the program. The latch to the fence is broken and needs to be repaired. The playground is divided into two areas. Turf is used for fall surfacing in both areas. One area is for infants and toddlers. There is a small piece of climbing equipment and a small hill for the children to climb.

The second area is for the older children. There is a piece of climbing equipment with a slide, a climbing wall and playhouse. There is a music station and a sensory table. There is a concrete bike path for the children that has stops along the path for gas and a grocery story. There are rocking toys, tunnels, and wood stumps. There is a shade structure in each area.

Children files were reviewed at the time of the licensing visit. I reviewed twelve children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Five files did not provide any dental emergency contact information. There is a pattern of disregard for the Head Start programs not getting adequate dental emergency contact information. This must be corrected.

There was one missing physical and one outdated physical. There was one missing immunization certificate. Head Start has a nurse who can correct this and get a copy of the immunization record.

All the staff members who work at this program came over from the Maywood site, which is currently closed and under construction. On 04/27/23 I reviewed seven Maywood staff files at the Tri-County Head Start administration office. They were in great condition.

Emergency Preparedness Plans have been completed.

Staff members were observed to have terrific interaction with the children. Staff members were observed to be nurturing with the children. They held them and hugged them when they were upset. Staff members were observed singing to the children and they interacted with the children at their level. Staff members were actively engaged in activities with the children and they used play to talk with the children about colors and counting. They encouraged the children to use their imagination and maintained positive conversation. Staff members were expressive, enthusiastic and used positive redirection when necessary. I observed staff members use PBIS techniques with children. Children were provided with praise and encouragement. The children appeared to enjoy their time in the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program is in a secured building and there are cameras in the program rooms and hallways.

Head Start has developed a specific orientation for new staff members. It is a quality and on-going training course.

The Head Start educational specialist is a PBIS trainer so this helps in training PBIS methods to staff members.

The program provides hearing, vision, speech and dental screenings. They also complete 45-day assessments, which include ASQ, ASQ-SE and Brigance assessments.

The program has good collaboration with Central Rivers AEA for the early childhood program and with the Waterloo School System for the Head Start preschool program.

There are family workers available to meet with families and assist them by providing information for community resources. There are also resources in the entrance of the program.

The program has a Facebook page for families.

Staff members receive exceptional training that exceeds DHH standards.

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

109.8(2): Ratio maintained in center as required by age.
Please note, you cannot be out of ratio during the morning hours of operation when you are combining the older children in the Great room. The licensing standard states: For a period of two hours or less at the beginning and end of the center's hours of operation, one staff may care for seven or fewer children, provided no more than four of the children are under the age of two years and there are no more than seven children in the center. If you are operating out of two rooms when the center opens- and there are more than seven children, each room must be in ratio based upon the ages of the children.

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
Number not in compliance for dental: 5
Information lacking: Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Five files did not provide any dental emergency contact information. There is a pattern of disregard for the Head Start programs not getting adequate dental emergency contact information. This must be corrected.

109.10(1)a: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
Number not in compliance: 2
There was one missing physical and one outdated physical.

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.
All the over the counter products, such as diaper creams, lotions and Vaseline, must be labeled with the name of the child or with "center".

109.10(3)b: For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.
There is a prescription medication used in the Proud Pandas room. Staff members must document every day the medication is in effect. If the child is not present or the medication was not given for another reason this must be documented on the medication authorization form for prescription medications.

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.
There were electrical cords in Kind Koalas, Joyful Jaguars, Responsible Rhinos and Proud Pandas that are within reach of the children. All electrical cords must be secured or placed behind items so that children do not have access to them. In the Kind Koalas room, a staff member's personal bag was on the floor where the children could have access to it. All staff personal items must be stored out of the reach of children. The soap and water bottles and the bleach bottles in each room must be clearly labeled. Several were not labeled.

109.12(5)b: Infants diapered in a sanitary manner as needed in central diapering area.One changing table for every 15 infants/toddlers needing diaper changes.Diapering, sanitation, and handwashing procedures posted and implemented in central diapering area.
Additional concerns: I observed or discussed diaper changes in the classrooms. In the infant room the staff members are washing the children's hands with wet wipes. These do not have a cleaning agent. You must wash all children's hands with soap and water. Several rooms are not using soap and water on the changing tables prior to the disinfectant. This must always occur. Please properly train all staff members on diaper changing procedures.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

Please read the report carefully and make the necessary corrections. You must immediately begin following ratios during the morning hours when the program opens.

*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.