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

Name of Center: Sieda Child Development Center - Head Start **Enrollment:** 50 **License ID No. (Reapplications)** 52632

Street: 613 Indian Hills DriveBldg 16 **City:** Ottumwa Iowa **Zip** 52501 **County:** Wapello

Mailing Address: 725 W 2nd Street, Ottumwa, IA, 52501

Director's Name: Elizabeth Fairchild **Phone Number:** 641-215-5174

On-Site Supervisor(s): Emily Wolfe **E-Mail:** lfairchild@sieda.org

Date(s) of Visit: 09-04-2024

X **Licensing Visit** X **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:** 09-12-2024

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

Date Inspected: 09-25-2024

Comments : inspected and due annually by Ottumwa Fire Department

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

Financial Type: Profit Non-Profit X 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	10	10	32		52
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 09-01-2024 to 09-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 09-30-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

SIEDA Child Development Center is located in a single story masonry structure built specifically for child care on the campus of Indian Hills Community College in Ottumwa, IA. The center is owned and operated by SIEDA Development Corporation. The preschool Head Start programs have existed prior in other buildings in Ottumwa.

The center Director of this program is Elizabeth Fairchild. Ms. Fairchild was an onsite supervisor for Head Start prior to taking this position in 2015. Ms. Fairchild has a BA degree in K-6 Elementary Education and 14 years of experience in Head Start programs. She was formerly a Head Start teacher for 4 years and was a Center Supervisor for 6 years. She has a total of 28 years of childcare experience/supervision. She currently directs Keokuk, Jefferson, Davis, Van Buren, Wapello and Appanoose County programs and the Cardinal Community Partnership. OSS Emily Wolfe is present daily in the building. Mark Grego is also present frequently. He will be approved as an OSS later this year. The Early Head Start program is year round and the preschool Head Start program is offered during the school year only.

The building contains an area for check in, two offices, a staff lounge and restroom, a gross motor room, a full kitchen, as well as the childcare rooms. On 9/10/24 all program areas were observed on an unannounced licensing visit. Phone and email consultation were conducted in August and September 2024.

Center Nutrition:

The center follows guidelines set for by CACFP and serves both meals and snacks. The kitchen, pantry and food preparation areas are clean. No food was observed to be outdated, or improperly stored either in the pantry,. cabinetry or in refrigeration/freezer units. Thermometers were in the freezer and refrigeration units. The program has posted menus that appear to meet CACFP guidelines. Any child with food allergies has an allergy action plan on site. The kitchen was remodeled in 2022 with grant money when it was another program.

Center Health and Safety:

The central reason for child care is that the "center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision." Administration have gone over this requirement with staff and each room has a plan to ensure this rule is met consistently. We discussed that staff should have a hand off process discussing which children are present and how many. This can be achieved verbally, with a white board, a clip board, pictures of which children are assigned to which staff, etc..

Radon testing was conducted on 6/5/23 with a rate of 1 pci/L. It is due every 5 years. Items reviewed each year during visits include: Tornado and fire drills should be conducted monthly. Medication procedures and required paperwork including allergy action plans were reviewed. Handwashing and diaper changing routines were observed. Safe sleep, Sanitizing and disinfecting. First aid kits are stocked and available in each room. A fuel burning appliances inspection is due annually. The program is on city water and does not require a water analysis.

Ventilation and lighting are adequate. The center has a gross motor room. All cabinetry in each room is anchored to the wall. Restrooms are shared between rooms. Staff ensure children do not use the restroom simultaneously without direct supervision.

When the program moved to the building they rearranged the gross motor room so that high shelving can no longer be a toppling hazard.

Center Outdoor Play Area:

Attached behind the center is a large wooded outdoor play area. The area is divided into sections so that the younger children and older children are separated. Mulch was added to the area three years ago. Child Care Nurse Consultants can perform Injury Prevention Checklists indoors and outdoors. The Child Care Weather Watch is utilized to determine if outdoor play is feasible in varying weather conditions.

Outdoor play inspections should be conducted and documented monthly. Staff from each room should take out a First Aid Kit and any emergency medication for children they are supervising.

Center Transportation/Field Trips:

The center does not provide transportation. If field trips are taken each child has a signed field trip permission slip in their file. First aid kits and emergency contacts are taken on walking field trips. Field trip ratios are followed if staff walk the children around campus.

Center Administration:

The center implements daily curriculum. Schedules and routines are in place creating an orderly yet fun atmosphere. The center has all required postings. Child and staff files are reviewed annually as well as incident reports. Child files include updated dental and medical providers, emergency contacts, pick up and field trip authorizations. Staff files include updated drivers license, Professional Development training (annually), Mandatory Reporter training (3 years), FBI Fingerprints (four years), SING checks (2 years), CPR and First Aid training (2 years).

Katie Thompson (SIEDA) sent me staff tracking information on 9/5/24.

The program will create an Emergency Preparedness Plan. The Director and OSS agreed to train staff on it annually. The center has a lengthy handbook containing all required policies.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

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

1. 109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children.Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards.If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with functional or access needs.

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.

109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans.

2. 109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.

HHS made a technical referral to CCR&R on 9/5/24. They will assist the program with these issues.

V. SPECIAL NOTES/RECOMMENDATIONS:

The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. This is best achieved when children are broken into separate groups. A technical referral was made to CCR&R and IDPH after the visit to assist the center with all violations noted above.

The Director and OSS should meet with IDPH CCNC Jamie Crouse/Mary Mikulecky and CCR&R Child Care Consultant Karen Lauer for licensing issues and best practice suggestions.

Based upon this review, it is recommended that this center begin in Full licensing status. The center is directed to correct the items listed in Section IV. The Director gave me a verbal commitment that the noted rule violations would be promptly corrected. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact Child Care Resource and Referral Consultant Karen Lauer. Consultant Lauer contacted the Director prior to the relocation and making a visit in 2024. In the past year including IQ4K, training and consultation on the EPP. She also toured the building prior to moving. They offer centers assistance with meeting the DHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have.
They are available for consultation at anytime as are IDPH Child Care Nurse Consultants.

HHS encourages you to contact your local nurse consultant. Iowa Department of Public Health Child Care Nurse Consultant Mary Mikuelcky (American Home Finding Association-Ottumwa) works with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. CCNC Crouse provided consultations to sister programs in the past few years. The program has a new CCNC, Mary Mikulecky.

The center can access PBIS Coach Joan Garrett who conducts training/ presentations and PBIS coaching and consultation.

*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.