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

Name of Center: Tri-County Head Start-Maywood Center **Enrollment:** 83 **License ID No. (Reapplications)** 22899

Street: 800 Milwaukee AVE **City:** Waterloo Iowa **Zip** 50707 **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): Angie Barth & Laurie Duff **E-Mail:** rwelch@teamtricounty.org, mmccracken@teamtricounty.org

Date(s) of Visit: 04-19-2023

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:** 04-03-2023

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

Date Inspected: 11-01-2021

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: Year-round X School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	16	12	108	0	136
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2023 to 05-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 04-27-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/19/23 I made an unannounced licensing visit to Tri-County Head Start-Maywood in Waterloo. I met with Angie Barth, an on-site supervisor and program manager for this site. I also met with Laurie Duff, an on-site supervisor for this program since February 2021. Ms. Duff has several years with Head Start. Haley Bradford is also a program manager for this site. She started with Head Start in May 2022. There are 18 staff members employed by the center in addition to the administrative staff.

Hsay Meh is the family worker for the program and Trista Hill is the manager over the family workers. Ms. Hill is filling in until a new family worker is hired. They meet 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 Maywood Head Start program operates out of a free-standing building. The program operates Monday through Friday from 6:30 am until 5:30 pm and serves infants through preschool age children. Wraparound services are provided. There are currently 83 children enrolled.

The program operates out of the following rooms: S4 (serves infants 6 weeks through approximately 18 months), N6 (18 months through two-year-olds), N4 (two and three-year-olds), S1, S2, S3 and N3 (three through five-year-olds).

An inspection of each room was completed. Windows provide natural lighting. 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 each room.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computers, play dough, art, dramatic play, listening, writing, math, science/discovery, 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.

In the upstairs hallway on the north side of the building there is a girl's bathroom with three toilets and two sinks. The boy's bathroom has two toilets and two sinks. Handwashing procedures were posted in both locations. Both bathrooms also have mats available to change pull-ups. There is an additional girl's and boy's bathroom on the south end of the hallway. The girl's bathroom has two toilets and two sinks and the boy's bathroom has two toilets, two sinks and a urinal. Procedures were posted. There is a diaper changing table in the girl's bathroom on the south side of the hallway. Diaper changing procedures were not posted in this area. Please post them as this was also cited in last year's report. There is a bathroom on the lower level with two toilets and two sinks and handwashing procedures were posted.

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. The rooms for children ages three through five-years-old have Hatch smart boards.

The center cooperates with Central Rivers AEA to provide the children with hearing and vision screenings. 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.

There was a phone with emergency numbers in all the classrooms. The classrooms communicate with one another through two-way radios. Emergency fire and tornado procedures and evacuation diagrams were not posted by all the main program doors and outdoor exits. Multiple rooms did not have the evacuation diagrams near their doors to the hallway. Please post these. A daily schedule was posted in each room.

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. Lunch is delivered to the center from the Head Start administration building in Waterloo. Disposable products are mostly used. Other items are put through an industrial dishwasher. Each room on the upper level has a refrigerator in the room. Thermometers were present. There is a shared refrigerator, an industrial freezer and upright freezer on the lower level in the hallway. Thermometers were present. Food was stored according to NHSPS guidelines.

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 room using a steamer/sanitizer. Head Start also provides diapers and wipes for the children.

The program uses bleach to sanitize the food tables and disinfect the changing tables.

Cots, mats and cribs are used to nap. Please make sure that blankets are stored appropriately so they do not hang over the cots or out of the cubbies and touch other children's bedding.

I reviewed documentation of monthly fire and tornado drills. There was no documentation of a fire drill in December 2022. You must practice and document both a fire and tornado drill each month. I reviewed documentation of monthly playground inspections. A radon test was completed in August 2021 and is good for two years. Results were within EPA guidelines. Next time you do radon testing please test all the program rooms. The fuel burning inspection was completed and no concerns were noted in the report. On the day of my visit one of the boilers was blinking red that it required maintenance and that there was an ignition failure. I did inform Ms. Barth about this. Maintenance had just been completed on the boiler the previous day. Carbon monoxide detectors are on site. On the upper level it is outside of the office near the windows and on the lower level one is in the hallway near the reception desk. Outlets were covered. The fire marshal inspection occurred on 11/01/21.

Parent boards are located on both levels of the program in the two entrances. 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.

There are three playground areas. The building is U-shaped, and one playground is located in the middle of the building, called the courtyard. The area does not have any climbing equipment. It is a grassy area and has a small bridge and tunnel for the children. There are several other activities for the children in this area.

The other two playgrounds are on the south side of the building. They are fenced in. One area has rubber mulch for surface cushioning. There is a piece of climbing equipment with slides, a ramp and bridge. There is a concrete area with ball hoops and a grassy area. There is a music center. There is a shade shelter and a small tree.

The second playground on the south side of the building uses rubber tiles for surface cushioning. Several of the tiles are curling up and are tripping hazards. This needs to be corrected. There are two sandboxes that could use more sand. There are two pieces of climbing equipment with slides and other activities. There is a climbing wall, monkey bars and a fire pole. There is a teeter totter, rocking toys, sensory tables, a playhouse, a balance beam and a music center. There is also a grassy area.

Staff and children files were reviewed at the time of the licensing visit. I reviewed twenty 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. Nine files did not provide adequate emergency doctor contact information and

thirteen files did not provide adequate emergency dental contact information. There was one outdated physical. One file did not provide an emergency contact outside of the parent. There were two missing immunization certificates.

The emergency cards were in poor shape when it came to doctor and dentist contact information. Out of 83 enrolled children, 58 did not have adequate dentist contact information and 42 did not provide adequate doctor contact information. This needs to be corrected.

On 04/27/23 I reviewed seven 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 great interaction with the children. Staff members were observed working one on one with children and assisting children with crafts. Staff members had fun learning activities for the children and included all the children in circle time. They encouraged children to use their imaginations. Staff members allowed the children to share stories and provided them with praise. Positive redirection and PBIS methods were used to assist children in making good decisions. They were enthusiastic and interacted with the children at their level. Staff members had great teamwork and communication with one another. They gave the children reminders about handwashing. The children appeared to be comfortable in the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Barth states they are updating the facility this summer, including new floors, cabinets and counter tops.

Ms. Barth states they have been able to keep the rooms open even though they have been struggling with staffing.

Ms. Barth states several of the staff members have longevity. They have good interaction with the children and they are trained on PBIS.

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

Ms. Barth states the Head Start educational specialist is a PBIS trainer so this helps in training PBIS methods to staff members.

Ms. Barth states they do plan to participate in IQ4K. They are in the very early stages.

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

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.

The size of the grounds they are located on is large and allow for the children to do activities outside, such as sledding, tricycles and running around. They are located on a dead end so there is minimal car traffic.

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 DHS standards.

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

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 medical: 9
Number not in compliance for dental: 13

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. Nine files did not provide adequate emergency doctor contact information and thirteen files did not provide adequate emergency dental contact information. The emergency cards were in poor shape when it came to doctor and dentist contact information. Out of 83 enrolled children, 58 did not have adequate dentist contact information and 42 did not provide adequate doctor contact information. This needs to be corrected.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number missing: 2
There were two missing immunization certificates.

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. Emergency fire and tornado procedures and evacuation diagrams were not posted by all the main program doors and outdoor exits. Multiple rooms did not have the evacuation diagrams near their doors to the hallway. Please post these.

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.
The second playground on the south side of the building uses rubber tiles for surface cushioning. Several of the tiles are curling up and are tripping hazards. This needs to be corrected. There are two sandboxes that could use more sand.

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 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.