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

**Name of Center:** NICAO Hampton Head Start **Enrollment:** 13 **License ID No. (Reapplications)** 52292

**Street:** 1405 N Federal St **City:** Hampton Iowa **Zip** 50441 **County:** Franklin

**Mailing Address:** 218 5th St SW, Mason City, IA, 50401

**Director's Name:** Trena Cox **Phone Number:** 641-903-2248

**On-Site Supervisor(s):** Sara Salinas **E-Mail:** tcox@nicao-online.org

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

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:** 08-21-2023

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

**Date Inspected:** 08-17-2023

**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 X NAEYC NSACA Other NA

**Program Serves:** Infants (0-23 mo.) 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 | | | 13 | | 13 |
| Summer | | | | | 0 |

**QRS Rating:** N/A

| RECOMMENDATION FOR LICENSE: | |
|---|---|
| X | **FULL** license from 08-22-2023 to 11-01-2025 |
| | **PROVISIONAL** license from |
| | **DENIAL** of initial application |
| | **SUSPENSION** of license |
| | **REVOCATION** of license |

**Licensing Consultant:** Raymond Salsbury **Date:** 11-16-2023

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

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

An unannounced visit was made to the NICAO Hampton Head Start on 110-01-23 where I met with lead teacher and on-site supervisor Sara Salinas. While this is the initial visit for the program at this location it has been in continuous operation at other locations in the past. The program moved to the current location for the start of the 2023 school year. The program is one of several locations overseen by NICAO with Trena Cox as the program director. Both Trena and Sara are well qualified for the positions they hold with both having extensive education, experience, and on-going training in early childhood education. The center only provides preschool programming serving 4 year old children. There are currently 13 children enrolled in the center served by 3 teachers.

The program is currently using 2 rooms with one for primary programming, and the other for meal service, individual assistance, and napping. Both rooms have secondary exits on either end opening on to the main corridor. Both have windows along the exterior walls that provide natural light, a view of the outdoors and ventilation. Restrooms are located outside the classrooms off the main corridor and children are escorted to the restrooms as needed. Both have an open floor plan and activity centers are arranged so as not to create any blind areas.

Activity centers included options such as group learning, dramatic play, science, sand/water play, art/crafts, large/small manipulatives, writing, and library. The toys and materials present were in good repair and appropriate to the ages of the children present. A copy of the daily schedule and planned curriculum was posted. The planned curriculum included a learning focus of Trees and the materials in the classroom were reflective of this with branches and pine cones in the discovery center, books about trees and leaves, and posted craft projects related to the theme. Good interactions were observed during the time of the visit with all of the teachers being actively engaged with the children. This included presenting information in teacher lead group settings, and moving among the children talking and playing with them as they engage in self-directed play activities. The teachers make good use of positive behavior management techniques such as recognizing and praising positive behaviors, helping children identify problem solving options, and redirecting the children as needed.

Meals are prepared by the school and brought to the center in hot/cold holding containers. I was able to observe the lunch service during the visit and staff do wear food service gloves when handling food. Meals are served family style with the children serving themselves and staff assisting as needed. The teacher do sit with the children to provide supervision and model good eating habits at the table. The center also maintains a supply of snack items and does need to review food storage practices. Items kept in dry pantry storage were observed to have some packing that was rolled closed after having been opened. All food items whether intended for child consumption or not shall be placed in air tight sealable food grade containers labeled with the contents and date placed in storage once the original packaging seal has been broken. All refrigeration and freezer units must have a thermometer present to ensure that proper cold holding temperatures are maintained. In addition the center was storing chemical cleaners in the same cabinet on shelves above food and food service items. Those cleaning agents need to be stored in another location to reduce the risk of cross contamination.

Good health and safety practices were generally observed. With the exception of the concern for being stored with food items chemical cleaners and other items that could pose a safety risk to children were stored in areas where they were not

accessible to children. Good cleaning practices were observed with the teachers waiting for children to be out of the immediate area before using chemical cleaners. Good hand washing practices were observed with the teachers ensuring that the children washed their hands as required following restroom use, and prior to meal service. The teachers also ensured that the children washed their hands in an effective manner either providing direction, and/or hand-over-hand assistance as needed. There were not children taking any medications or with diagnosed allergies but the center does have policies in place should it be necessary in the future. A first aid kit was present and contained materials necessary to address most common first aid needs. Emergency contact numbers were present both by the main phone, and in emergency kits.

The center does not have a traditional playground but does have access to open grassy outdoor space, and paved space in the parking lot that can be sectioned off.

In reviewing administrative records all required notices were present and posted an area readily accessible and visible to parents and visitors. All child files were reviewed and found to contain all required information. Staff files will be reviewed at the program central office at a later date and any issues identified will be addressed at that time. All inspection logs and certificates were current and available.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

This is program with a very strong focus on curriculum and helping children develop school readiness skills. While there was a change with the location the staff have been with the program for several years and though their training and commitment to the program were able to have a very smooth transition for the children.

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

109.15(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed.Staff preparing food that have injuries on hands wear protective gloves.Staff serving food use clean serving utensils and have clean hands/wear protective gloves.
-- All food items must be stored in air tight sealable food grade containers labeled with the contents and date placed in storage once the original packaging seal has been broken. Thermometers shall be present in all refrigeration and freezer units to ensure proper cold holding temperatures are maintained. Chemical cleaners shall be stored in areas separate from food and food service items.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

A full license is recommended at this time. Please provide a written response to the licensing consultant identifying a plan of action to correct and maintain those aspects cited as not meeting licensing standards and identifying an anticipated date of compliance. At least one visit will be made to the center during the next year.

*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.