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

Name of Center: NEICAC-Waverly Head Start **Enrollment:** 16 **License ID No. (Reapplications)** 22880

Street: 1805 Horton Rd **City:** Waverly Iowa **Zip** 50677 **County:** Bremer

Mailing Address: PO Box 487, Decorah, IA, 52101

Director's Name: Sharon Burke **Phone Number:** 319-352-2228

On-Site Supervisor(s): Jennifer Wagner **E-Mail:** sburke@neicac.org

Date(s) of Visit:

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

LICENSING VISITS

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

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

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

Date Inspected: 11-01-2022

Comments : Compliance on 11/28/22

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: Infants (0-23 mo.) 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	0	0	20	0	20
Summer					0

QRS Rating: 4

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:** 10-09-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/17/23 I made an unannounced licensing visit to NEICAC-Waverly Head Start. I met with Elizabeth Jorgensen, the on-site supervisor and lead teacher. She has a BA in elementary education and early childhood education. Ms. Jorgensen started at the Waverly site in January 2020 and became the lead teacher in May 2020. Maddison Hulbert is the assistant in the classroom. She started in November 2021. The program is in the process of hiring a third staff members. Sharon Burke is the director of the Early Childhood Programs operated by Northeast Iowa Community Action Corporation. She is in the administration office in Decorah. Lisa Milder is the program manager. Claire Munson and Brooke Faye are the family workers.

The program operates out of a free-standing building. The program operates from 6:00 am until 6:00 pm Monday through Friday. The core preschool hours are 8:30 am until 2:30 pm on Monday, Tuesday, Thursday and Friday. On Wednesday, the program operates from 8:30 am until 1:30 pm. Wraparound childcare services are provided before and after preschool. The program also offers wraparound childcare services through the summer months. There are currently 16 children enrolled.

The program operates out of one large classroom. An inspection of the room was completed. Windows provide natural lighting. The room is 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 and numbers. The children's birthdays were posted. There is an area for circle time.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, listening, woodworking, play dough, writing, math, science/discovery, 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 is a sink in the room and handwashing procedures were posted. There are three bathrooms in the facility. There is a bathroom in the classroom with one toilet and one sink, a bathroom in the hallway with one toilet and one sink and a bathroom near the entrance with one toilet and one sink. Handwashing procedures were posted in all three locations. The children use cots to nap.

The center participates in the Child and Adult Care Food Program (CACFP). The children receive breakfast, lunch, and afternoon snack. The Waverly Community School provides lunch. Head Start provides breakfast and snack. Family style is used. The dishes are returned to the kitchen to be washed. Menus are prepared by a Head Start dietician at the beginning of each school year. Menus were posted. Allergies were also confidentially posted.

The kitchen was observed to be clean and organized. There is a dishwasher and two sinks available to wash dishes using the three-step method. The refrigerator and freezer had thermometers. Most food items were stored according to NHSPS guidelines. There was cereal rolled up in boxes. Once a food item is opened it must be stored in a sealed plastic, metal or

glass container and be dated. This was cited in last year's report also.

The program is using Oxivir Tb to sanitize toys and classroom materials and SaniDate Hard Surface Sanitizer to sanitize the food tables. Each product has a one-minute dwell time.

The program uses the Creative Curriculum, Handwriting Without Tears, Heggerty Phonemic Awareness, Second Step, and Jolly Phonics to prepare lesson plans. GOLD assessments are completed on each child. They complete ASQ assessments on all children and the Brigance Screening tool is used. Activities are based on studies. The length of the study depends on the topic and the children's interest level. There is also a weekly nutrition activity for the children. The program uses Healthy Kids and participates in the Farm to Early Care and Education program (F2ECE). Monthly newsletters are provided to parents to inform them of studies, activities and special dates. There is an Epson projector in the room.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. They implement a new PBIS topic each month in the classroom and information is sent home to parents so they can utilize the tools at home as well. The program is also using solution kits in the classroom. This allows staff members to use flash cards with visual choices so children can try to solve their own problems. The program partners with Central Rivers AEA to provide services to children with identified needs. The children receive hearing, vision and dental screenings.

There was a phone with emergency numbers in the classroom, office and kitchen. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program door and outdoor exits in the classroom. A daily schedule was posted, and a lesson plan was available for review.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was completed in January 2023 and is good for two years. Results were within EPA guidelines. A mitigation system was put in place at the facility in April 2012. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is in the hallway. Outlets were protected. The fire marshal inspection occurred on 11/01/22, with compliance on 11/28/22.

The parent information is located on a bulletin board outside the office. 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. Pea gravel is used for surface cushioning. There was climbing equipment that had slides, picnic tables and bench, playhouses, sensory tables and a basketball hoop. There is a small grassy area available for play also. There are trees planted outside of the fence to provide shade.

Staff and children files were reviewed at the time of the licensing visit. I reviewed six children files. They were in great condition.

On 04/18/23 I reviewed one staff file at the NEICAC administrative office in Decorah. It was in great condition.

Emergency Preparedness Plans have been completed.

Staff members were observed to have great interaction with the children. They were enthusiastic and entertained the children by singing during transactions. Staff members were patient with children used PBIS cues to redirect behaviors in a positive manner. Staff members were flexible with their schedules. They used repetition to teach and broke the children into small groups to provide lessons. Staff members had great teamwork. They provided the children with praise. They were great at engaging the children in activities and interacting with them at their level. The children appeared to enjoy their time in the classroom.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program has an IQ4K level 4 rating that expires on 10/31/24.

The program is in a secure building and there is a camera in the room.

Head Start has monthly parent meetings to include families in their children's school activities.

The program will likely be open this summer.

Ms. Jorgensen states they do a great job at including all the children. They accommodate children who are on IEP's and have to attend other schools during the school day.

Ms. Jorgensen states they help children from lower social economic homes and provide them opportunities they may not receive at home, such as reading books.

Ms. Jorgensen states they are helping to develop social/emotional skills. The program allows them to make friends.

Ms. Jorgensen states Head Start is great at helping children learn self-help skills.

Ms. Jorgensen states they provide the children with a safe place to be and learn.

The program provides a service to working parents and because of wraparound services they can care for and educate the children before and after preschool as well as through the summer.

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

V. SPECIAL NOTES/RECOMMENDATIONS:

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

In October 2023 I made an administrative change to name Jennifer Wagner as the new on-site supervisor for this program. She started in the position in August 2023. She has a BA in Psychology Child Development.

*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.