



CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: New Sharon Child Care and Preschool

Provider No.: 23890

Address: 2163 135th Street, New Sharon, IA, 50207

County: Mahaska

Director's Name: Regina Salsman

On-Site Supervisor: Melissa Waite

Phone Number: 6416372295

E-Mail: nsccp@nmwarhawks.org

HHS Visit Date: 06/17/2026

Licensing Period: 08/01/2026 to 08/01/2028

Fire Inspection:

Date Inspected: 07/01/2023

Comments: performed by the State Fire Marshall Curt Seddon - due every 3 years

Report Visit Type:

- ☐ PTO
- ☒ Licensing Visit
- ☐ Drop In
- ☐ Administrative Change

License Type:

- ☒ Full
- ☐ Provisional

Quality initiative:

Quality Rating: 1

- ☐ Accrediation

Program Duration:

- ☒ Year-Round
- ☐ School Year
- ☐ Summer Only



CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>
Sunday			
Monday	6:00 AM to 6:00 PM		
Tuesday	6:00 AM to 6:00 PM		
Wednesday	6:00 AM to 6:00 PM		
Thursday	6:00 AM to 6:00 PM		
Friday	6:00 AM to 6:00 PM		
Saturday			

Program Population Served:

- ☒ Infant(0-<24 Months)
- ☒ Toddler
- ☒ PreSchool
- ☐ School Age
- ☐ All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	12	18	57		87
Summer					0

1. Basic Overview

New Sharon Child Care and Preschool is located in a newly constructed building specifically designed for child care on the campus of North Mahaska Community Schools. The building itself is owned and maintained by North Mahaska Community School District. The center is owned and operated by New Sharon Community Child Care Center, Inc., a not-for-profit community corporation. The center provides full day child care for children ages infant through school age. The center Director is Regina Salsman (2020). Ms. Salsman possesses a CDA as well as an AA, and ten years providing in home childcare. The on-site supervisor of the center is Melissa Waite. OSS Waite has an AA and 9 years of experience in licensed child care centers. She has experience as an unlicensed in home child care provider in Arizona and as a paraprofessional at a school in Arizona full time for 3 years. Ms. Waite served as director for this program in 2018 and 2019. Other staff are qualified and appointed as designated person in charge in case the two of them are absent.

On 6/17/2026, I made an unannounced licensing visit to New Sharon Child Care and preschool and met with both the On Site Supervisor and Director. At the time of the visit, staff were actively engaged in providing the child care program to the children. All program areas were observed at that time.

The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

The center consists of an infant area, a toddler room (for the care of children 18 months through two years of age), a full day preschool age program room, and an early childhood education program room for preschool age children. School age children use that room for before and after school care and for a summer school age program. All rooms are clean, bright, attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the



CHILD CARE CENTER ANNUAL EVALUATION

children. All rooms are self-contained with phones, restrooms, and exits to the outdoors. The center also has a director's office and kitchen.

The infant area is separated into an area for infant programming and development and an area for cribs. The infant development area is carpeted for infant to more comfortable crawl and move around. The area is self-contained with an exit to the outside for emergency evacuation, phone, food preparation area, and staff restroom. The toddler area is equipped with a variety of toys, games, and activities for young children.

The full day preschool age program and preschool age early childhood educational program employ Creative Curriculum. Interest centers available to the children include blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, science and discovery, music and movement, art, sensory tables, and computer area. The early childhood educational program participates in the four-year-old preschool grant program in cooperation with the school district..

Center Food Safety and Nutrition:

The center is utilizing CACFP and foods meet CACFP requirements. Menus are posted. Menus should be specific, and substitutions noted. The kitchen area was observed during the visit. The refrigerator was clean and contained thermometers in freezing and cooling compartments. Food was stored according to CACFP regulations. Diet Modification sheets are present on children with dairy intolerance or other food related health issues. All rooms have a snack tote. Late pm snack following CACFP rules will be served for children who haven't eaten in three hours. The late pm snack is now posted on menus. The center has two designated kitchen staff.

Center Health and Safety:

Fire and tornado drills were observed, and were compliant with the exception of May. Radon testing is due every 5 years and should be completed in winter months when the ground is frozen. The building was constructed after 1960 so lead based paint assessments are not required. A fuel burning appliances inspection is required annually. A copy of the inspection is kept in the HHS binder. Each floor of the facility has an UL approved carbon monoxide detector. Ventilation is adequate. Windows should be opened periodically to assist with ventilation.

Cleaners and other hazardous materials are kept inaccessible to children. The center installed new flooring in 2023 as well as painted the walls and installed new trim.

Center Outdoor Play Area:

The outdoor play area consists of a large space behind the building. It contains poured rubber surfacing and commercial play equipment. This area was recently updated with new surfacing. Outdoor play inspections are recorded monthly per my observation of documentation.

Each child should have at least 75 square feet of space when engaged in gross motor activity. The Childcare Outdoor Weather Watch is utilized when outdoor play is questionable due to varying weather conditions. The hallway can be utilized for gross motor play with a few children at a time in cold winter months. Emergency contacts and emergency medications are taken outdoors.

Center Transportation/Field Trips:

Walking field trips are taken around the school campus when an extra staff is available. The center owns a 12 passenger van and do provide some off-site transportation – typically only in the summer. The van has the necessary child restraints in the vehicle and are all up to code. Emergency contacts and a first aid kit are taken in the van when utilized.

Center Administrative:

Incident and injury reports are on file. Postings are displayed if communicable diseases are identified. Daily records are kept on children under 2 years.

Child and staff files are reviewed annually including:



CHILD CARE CENTER ANNUAL EVALUATION

Staff: FBI Fingerprint results, SING check results, Mandatory Reporter training, CPR/First Aid training and emergency preparedness training are reviewed annually. All staff receives SIDS training and active supervision for infants and toddlers. Staff work four ten-hour days a week. The center has approximately 14 employees.

Child: Annual physicals, annual updates on field trip permission slips, pick up authorization and emergency contacts, allergy action plans and immunizations are reviewed annually. Dental and medical information is on file.

All mandatory postings were present. Administration is aware of requirements for posting of communicable diseases. Parents are provided with a monthly newsletter and calendar to stay informed about the Centers activities each month.

The center has a lengthy program handbook containing all required policies.

Brightwheel Experience curriculum is being utilized in every room. The rooms follow a schedule. ASQ and ASQSE are completed in the fall and spring.

The center has an Emergency Preparedness Plan. All staff are trained annually on the plan and sign and date acknowledgement of such. It is kept in a binder.

2. Identify Observed Strengths of the program

Leadership has quickly tackled center deficiencies and continues to be proactive ensuring the center was mostly compliant or working towards full compliance prior to and after the HHS visit.

The Director has frequently accessed IDPH, PBIS coach Joan Garrett and CCR&R when she assumed this role.

The program provides a needed service to the community.

The center has a waiting list.

Several employees at the center have been employed five years or more.

3. Identify the aspects that fall below the standard

1. 109.6(4)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs. The Director is having staff get new fingerprints taken this week. Three staff and two new staff who haven't started yet will be getting them completed.

2. 109.9(1)b: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report. Three staff will get physicals completed and documentation given to the center within the next 60 days.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

5. Special Notes/Recommendations

The Director should continue to meet with CCNC to review health and safety policies and issues to ensure a system is in place to assist with compliance. She regularly contacts and meets with CCR&R Consultant Karen Lauer regarding other issues to assist with continued compliance throughout the year. This is best practice and duly noted.



CHILD CARE CENTER ANNUAL EVALUATION

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to maintain licensing regulations through the year. The Director agreed to correct deficiencies listed in Section IV. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact your local nurse consultant. Iowa Department of Public Health Child Care Nurse Consultants 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 Kelsey Stookesberry is the new CCNC.

HHS encourages you to contact Child Care Resource and Referral Consultant. They offer centers assistance with meeting the HHS regulations, IQ4K, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have.

The center works regularly with Joan Garrett, PBIS.

Targeted Assessment and Reporting We have far too many incidents of injury as a result of improper redirection or frustration. Beginning 3/1/2026, In every licensing report (until the end of the calendar year) were going to address behavior management. After Section "5. Special Notes/Recommendations" please type:

Targeted Assessment: Behavior Management

I discussed with director their oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance.

- How do you help staff understand the expectation associated with behavior management?

1.) We have several staff trained in PBIS. With that we go over proper techniques and strategies to help those not trained. We also coach and do role playing at staff meetings so that all staff understand proper techniques on how to handle different types of behaviors and how to handle.

- How do you help staff recognize their frustration and respond with de-escalation? 2.) We continually stress that before anything is addressed, everyone (staff and child) need to step away and take a break. Nothing can be resolved effectively when everyone is at their high point. Make sure everyone is safe, ask for help from another staff in the room or depending on the severity of the behavior, bring child to the directors office to allow for a reprieve for all. We also have staff in place if frustrated staff needs "a minute" they can leave the room, to regain their composure. Bottom line nothing can be resolved when all involved are at their high point.

- How do you monitor these skills / expectations?

3.) I know not all centers are set up in a way where every room is within ear shot. Fortunately ours is, knowing my staff, if I hear in their voice that frustration is building, I will go to that room and help deescalate. All staff are trained to ask staff to switch duties if they too see frustration on the rise. We have a floater who also is very in tune with when she needs to step in. As stated in question 1, we do role playing at staff meetings and if there are known concerns, we work through them as a group to help all have the right tools so that when future issues arise they are prepared.

Date: 06/18/2026

HHS Licensing Consultant: Jill Seibert

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at <https://iowaccrr.org>.