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

Name of Center: HACAP Head Start-Manchester **Enrollment:** 13 **License ID No. (Reapplications)** 51199

Street: 408 E Clara St **City:** Manchester Iowa **Zip** 52057 **County:** Delaware

Mailing Address: PO Box 490, Hiawatha, IA, 52233

Director's Name: Jonell Moore **Phone Number:** 563-927-3515

On-Site Supervisor(s): Julie Thomas **E-Mail:** AKnockel@hacap.org
cregan@HACAP.ORG

Date(s) of Visit: 08-30-2023

Licensing Visit X **Unannounced Visit** X **Off Year Visit** **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: 07-13-2023

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 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: Year-round X School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			20		20
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 11-01-2022 to 11-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Amy Lyons **Date:** 09-14-2023

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

Not applicable.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Since the last monitoring visit, HACAP Head Start (HHS) - Manchester relocated to a refurbished building adjacent Lambert Elementary School and remaining on the West Delaware Community School District property. HHS - Manchester commenced operations at the new site on 8/30/2023. HHS - Manchester operates school-year only Monday through Friday. The program serves a combined-age group of children age 3, 4, and 5-years-old. Current enrollment is 13.

Multi-site HHS early childhood program executive director is Christi Regan. Ms. Regan has a BA degree in elementary education with early childhood reading, has been employed with head start for over 20 years, and continues to participate in much child development related training. HHS - Earlville specific director is Amy Knockel. Ms. Knockel is a multi-site director who has been in this position since June 2023. Ms. Knockel has a BA degree in elementary education, has been with head start for several years, and continues to participate in much child development related training. HHS - Manchester's on-site supervisor is Julie Thomas. Ms. Thomas has been employed with HHS for over 20 years and continues to participate in much child development related training.

On 8/30/2023, program space was observed.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

HACAP is a community action agency currently providing head start services throughout 9 Iowa counites. HACAP began in 1968 serving families in Johnson, Jones, and Linn Counties. From 1973-1981, HACAP expanded to provide services in Benton, Iowa, and Washington Counties. Then, in fall of 2020, HACAP again expanded to provide services in Delaware, Dubuque, and Jackson Counties. Specifically, HACAP Head Start - Manchester is located in a predominately rural community and has been operating for several years undergoing past ownership changes and relocations.

HACAP's mission and goal is "...helping people develop skills to become successful and build strong communities..." and "...to bring about a greater degree of social competence in the young children..."

HACAP has community support and operates under a Board of Directors. HACAP has the following website for families and the community to learn more about the program: http://www.hacap.org.

HACAP Head Start has a history of participation in quality initiatives including QRS, national accreditation, and/or a local quality initiatives. HHS - Manchester has achieved a QRS 4-Star.

Executive management of HHS has remained consistent. This program's management team (e.g. Ms. Regan, Ms. Knockel, Ms. Thomas) has systems of organization in place to help ensure administrative items are completed as required and maintained in a confidential manner. Management is knowledgeable of licensing guidelines as well as their own program's policies and procedures.

HHS - Manchester continues to have seasoned staff. One staff reported celebrating over 24 years with head start. Another

staff reported being new to the HHS - Manchester site but has been employed with HHS for over 10 years. Congratulations on longevity! All staff have at least a CDA and/or are working towards a CDA. Many staff have advanced degrees in education and early childhood development. Documentation indicates that employees often complete annual professional growth training that exceeds Iowa Code requirements.

HHS has a Parent Committee, Policy Council, and bilingual family support workers. Since relocating, the staff are working to re-establish a parent board/area with required postings, community resources, and program reminders. Additional posting areas for community resources in the area of nutrition, upcoming area events, skill building, and community involvement opportunities will also be re-established Family involvement is highly encouraged including participation in the HHS Parent Committee, home-conference visits and family events.

Since the last review, HHS - Manchester relocated to a refurbished building within the West Delaware Community School District . The parking lot for families and visitors is friendly. The building is inviting. Staff continue to familiarize themselves with the space and to arrange the classroom in a manner that provides the most successful learning environment. HHS - Manchester, including the HHS maintenance team, has a collaborative partnership with the school district. The program's building and grounds are well maintained. School custodial staff, school administration, school nurse, and school food service personnel help ensure the children's space is sanitary and hazard free each day. HHS - Manchester completes a monthly facility checklist. Food for HHS - Manchester is prepared and transported from the West Delaware Community High School. The school kitchen is inspected at least annually by the health department. Staff discussed their strong partnership with the school district especially given this school-year's relocation.

HHS does participate in an annual shutdown week in order to prepare for each new academic year. Creative Curriculum is the primary curriculum with goals to move online for enhancing teaching strategies and project approach.

HHS - Manchester has emergency plans, policies, and procedures in place which are annually reviewed and updated as needed. HHS - Manchester successfully navigated through historic Delaware County Flooding events, the 2019 Polar Vortex, 2019 (health) pandemic and 2023 degraded air quality.

Each child is engaged in a daily health check upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. HHS has policies and procedures in place or hand washing, cleaning, sanitizing and disinfecting. Staff were able to verbalize and engage in these processes. Cleaning checklists and daily sanitation reminders were observed to be posted in various areas of the center.

On the day of the monitoring visit, staff were nurturing and attentive to the child's needs. Center play experiences were observed to be well-underway. Additional activities observed included a circle time book reading experience (If you Take a Mouse to School) and lunch time rituals. Staff provided a companionable presence allowing the child to have many choices in their play experiences. Routine transitions (e.g. clean-up activities) continue to be established in the new building environment. Staff were overheard providing the child with many words of encouragement and engaging the child in much meaningful discussion. One child was overheard stating "I love this day" as s/he was observed exploring the classroom's science materials. Staff shared this was the child's first day at their program! The child responded well to staff and appeared to be truly enjoying the day.

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

None noted.

V. SPECIAL NOTES/RECOMMENDATIONS:

Licensing understands this program just relocated and everyone is getting used to the new space so some leeway is being granted as the program moves forward.

Please ensure all required postings are posted (e.g. lesson plans, menu, daily schedule, license, reporting procedures).

Licensing strongly supports installing a secure entry system (e.g. doorbell with camera system) as well as increasing staff's ability to communicate among themselves (e.g. walkie-talkies) when in separate areas of the building (e.g. classroom, hallway child restroom area, kitchenette/food prep area).

Licensing and staff discussed the outdoor play area with goals to completely enclose the outdoor play area with fencing as well as have an established area of shade. Please ensure these are installed in a timely manner.

The program's cots are all different sizes and not able to be properly stacked. This creates a topple or head-injury hazard. Remedy.

On the day of the monitoring visit, the classroom was quite warm as the building does not have air conditioning and Iowa was experiencing record heat. Please review rule 109.11(3)a(7) which states "...The center shall ensure that: Sufficient cooling is provided to allow children to perform tasks without being excessively warm or subject to heat exposure..." Additionally, please review rule rationale within the Licensing Standards and Procedures Comm. 204 (page 93) which states "...children cannot participate appropriately in activities or rest comfortably if they are too warm. Children, especially infants, are also susceptible to heat exposure during unusually warm days. The temperature should be monitored with a thermometer. When caring for children under the age of five, the temperature should be monitored at floor level to ensure that it is not too cool or warm for young children and that they are properly dressed relative to the temperature. When the outdoor temperature rises above 82 degrees Fahrenheit, the room temperature should be cooled to between 68-72 degrees Fahrenheit. If air conditioning is not available, all program and dining rooms used by children should have the air circulated by fans whenever the temperature in the room exceeds 82 degrees Fahrenheit..."

Please ensure an all fuel burning appliance inspection is completed fall 2023 or prior to the 2023 heating season as well as radon testing within the first year of relocation.

HHS - Manchester does have access to a shared kitchenette space with dishwasher. Ensure any program refrigerator/freezer areas are properly maintained, any program foods are labeled and there is a thermometer inside.

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The program's license remains in full status. Thank you for the visit.

*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.