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

Name of Center: Circle of Care-St Patrick Catholic School **Enrollment:** 74 **License ID No. (Reapplications)** 22605

Street: 615 Washington St **City:** Cedar Falls Iowa **Zip** 50613 **County:** Black Hawk

Mailing Address: 615 Washington St, Cedar Falls, IA, 50613

Director's Name: Jon Wiebers **Phone Number:** 319-277-6781

On-Site Supervisor(s): Luella Jorgensen **E-Mail:** jwiebers@cfcatholicschool.org

Date(s) of Visit: 04-06-2023

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

LICENSING VISITS

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

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

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

Date Inspected: 06-18-2021

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: Infants (0-23 mo.) 2 Years X Preschool-Age X 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	0	0	15	60	75
Summer					0

QRS Rating: 1

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:** 04-13-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/06/23 I made an unannounced licensing visit to Circle of Care-St. Patrick Catholic School in Cedar Falls. I met with Jon Wiebers, the director and principal at St. Patrick Catholic School. Mr. Wiebers started with the program in August 2022. He has a Master's degree in Educational Administration. Mr. Wiebers was previously the director of two preschool programs where he was the superintendent of the schools. I also met with Luella Jorgensen, the on-site supervisor. She started with the program in August 1991. She was a teacher for children grades first through third for 46 years. Ms. Jorgensen has a BA in philosophy/theology/education and a MA in reading specialist. The program employs seven staff members. There are two or three staff members present during the morning hours of operation and three staff members present during the afternoon hours of operation. This program had been operating under the Department of Education and transitioned to be licensed under the Department of Human Services in May 2015.

Circle of Care operates out of the St. Patrick Catholic School library/multi-purpose room. They also use the school cafeteria to eat breakfast and an afternoon snack. An inspection of the room was completed. The program is in operation when school is in operation. It operates Monday through Friday. It opens at 6:45 am and provides care until school starts at 8:05 am. The preschool children are bussed over to Clover Patch Day Care at 8:10 am. It then operates after school 3:20-5:30 pm. There is an early out on Wednesdays so after school care starts at 1:30 pm. During the morning hours the program cares for preschool and school-aged children. After school, the program only cares for school-aged children. There are currently 74 children enrolled.

The program operates out of one room. Windows provide natural lighting. The centers observed include library, Ipads, blocks, Legos, games, art, math and puzzles. Materials were in good condition. The materials are stored in closets in the library and taken out and placed at child level, so they are easily accessible to the children.

I visited the program during the morning hours of operation. The program was in ratio during my visit. The children arrive and are checked in. They engage in free play until it is time to go to the school cafeteria for breakfast. Not all children go to breakfast, the children can make the decision whether to go or not. After breakfast, the older children return to the space until school starts and then they go outside. The preschool children remain in the space until the bus arrives.

The children have use of bathrooms in the school. There are two bathrooms in the hallway on the way to the cafeteria. The girl's bathroom has three toilets and two sinks and the boy's bathroom has two toilets, two urinals and two sinks. Handwashing procedures were posted. There are additional bathrooms in the school. There is a sink in the library/multi-purpose room. Handwashing procedures were posted.

The program follows the Child and Adult Care Food Program (CACFP) guidelines through the school. The children are provided the option of eating breakfast in the school cafeteria in the morning, and they are provided a snack in the afternoon. Snacks, including the drinks, are being documented and were available for review. Breakfast menus were posted. Children eat snacks in the program space. The children use hand sanitizer prior to eating.

Children eat breakfast in the cafeteria. A staff member walks the children who choose to eat breakfast down to the cafeteria

and remains with them until it is time to return. You must remain in ratio in both the cafeteria space and the library/multi-purpose room.

School cafeteria staff are responsible for cleaning and sanitizing the food tables in the cafeteria. R-T-U Quaternary FCS Sanitizer is being used on the food tables. R-T-U Quaternary FCS Sanitizer is also used to sanitize the snack tables in the afternoon in the program space.

There was a phone and emergency numbers were posted. Emergency fire and tornado procedures and evacuation diagrams were posted by the program door that leads to the school but were not posted near the outdoor exit. You must post the evacuation diagram near the entrance used by the children when they arrive and depart. This was cited in the last two years' reports and must be corrected immediately. A daily schedule was posted.

I reviewed documentation of monthly fire and tornado drills. The drills are only being conducted in the afternoon. They must also be practiced during the morning hours on occasion. This was noted in the last two years' reports and must be corrected. The program is not documenting monthly playground inspections. These are mandated and you must start completing them immediately. This was noted in last year's report also. I did email Mr. Wiebers two sample forms that can be used. Mr. Wiebers states the maintenance man does complete playground inspections each month, but they do not keep documentation. This was cited last year as well, but Mr. Wiebers is new to the school.

A radon test was completed in March 2022 and must be repeated in two years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site, near the sink. Outlets were protected. The fire marshal inspection occurred on 06/18/21.

The parent information was previously located on a bulletin board inside the entrance. It was taken down to have a place to hang face shields for the children during Covid 19. A parent board is mandated by DHS licensing standards and must have the mandatory reporter poster and childcare consultant information and the handbook availability posted. The license must be conspicuously hung. I have cited this when I visited the program in 2020, 2021 and 2022 and it still has not been corrected. You must correct this immediately. Mr. Wiebers reports he will get this corrected. Posters have been emailed to him. A no-smoking sign was posted at the entrance.

The program uses the school's playground. The area is fenced in and offers the children a concrete area with basketball hoops. There is also an area with multiple pieces of climbing equipment, a climbing wall, swings, stepping stones, slides and tunnels. Rubber chips are used for surface cushioning. Benches are available. The only source of shade would be from the school, but the program is not open during the summer months.

The program also has use of the school gym when they are unable to go outside.

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

I reviewed three staff files. Two of the staff members did not have a signed employee statement. This form has been provided to Mr. Wiebers. Two staff members did not have fingerprint results. Iowa background checks (SING) were not conducted until March 2023. The college students employed by the program did not have universal precautions, mandatory reporter or Essentials training and have been employed more than 90 days. One of the college students had not completed first-aid and CPR training. Two staff members did not have physicals.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

Staff members were observed to have good teamwork. Staff members greet children and parents as they arrive at the program. They have a consistent routine and children appear to positively follow the rules and expectations. Children have various centers to choose from to entertain themselves until they leave for class. The children appeared to enjoy themselves in the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program has a Quality Rating System (QRS) level of 1, which expires on 03/31/24.

Mr. Wiebers states they provide a lot of support for the children they serve.

Mr. Wiebers states the hours of care they provide are helpful to the parents.

The preschool children ride the bus over to Clover Patch Day Care.

The program has after school clubs that work with the Circle of Care program. As an example, the children can participate in Lego League, health and fitness group, a cooking class, book clubs, a hummingbird unit, etc. Parents and other volunteers run the clubs for an hour after school for the children to do activities.

The program meets a need for parents who need care for their children before and after school. The program also provides transportation for the preschool children to Clover Patch Daycare.

The program is able to utilize college students from the University of Northern Iowa to as staff members.

Luella Jorgensen has been involved with this program for many years and appeared to have terrific interaction with them.

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

109.4(3)b: Postings are required for:Mandatory reporter requirements.Notice of availability of handbook.Program activities.These shall be posted in area frequented by parents or public.
The program has been cited for not having a parent board in 2020, 2021 and 2022. This must be corrected immediately.

109.4(5): Child Care Centers and Preschool Licensing Standards and Procedures shall be available in the center and a notice stating a copy is available for review. Contact information of the child care consultant shall be included in the notice.
The program has been cited for not having a parent board in 2020, 2021 and 2022. This must be corrected immediately.

109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse.At least one hour of training regarding universal precautions and infectious disease control.Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross,American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department.A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
The college students employed by the program did not have universal precautions, mandatory reporter or Essentials training and have been employed more than 90 days. One of the college students had not completed first-aid and CPR training.

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
Number not in compliance: 2
Two staff members did not have fingerprint results. Iowa background checks (SING) were not conducted until March 2023.

109.9(1)d: 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.
Number not in compliance: 2
Two staff members did not have physicals.

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 posted by the program door that leads to the school but were not posted near the outdoor exit. You must post the evacuation diagram near the entrance used by the children when they arrive and depart. This was cited in the last two years' reports and must be corrected immediately. The drills are only being conducted in the afternoon. They must also be practiced during the morning hours on occasion. This was noted in the last two years' reports and must be corrected.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
The program is not documenting monthly playground inspections. These are mandated and you must start completing them immediately. This was noted in last year's report also. I did email Mr. Wiebers two sample forms that can be used. Mr.

Wiebers states the maintenance man does complete playground inspections each month, but they do not keep documentation. This was cited last year as well, but Mr. Wiebers is new to the school.

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.