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

Name of Center: NEICAC-Monona Head Start **Enrollment:** 12 **License ID No. (Reapplications)** 18185

Street: 704 S Page St **City:** Monona Iowa **Zip** 52159 **County:** Clayton

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

Director's Name: Sharon Burke **Phone Number:** 563-539-2008

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

Date(s) of Visit: 04-03-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 03-06-2023

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

Date Inspected: 11-18-2020

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: 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:** 04-24-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/03/23 I made an unannounced licensing visit to NEICAC-Monona Head Start. Shauna Strandlie, the on-site supervisor, left the program at the end of January 2023. Sheen Bouzek will take over as the on-site supervisor at the end of May. Ms. Bouzek has an AA in early childhood and is currently the on-site supervisor at the Waukon Head Start site. I met with Tara Schultz, a co-teacher in the classroom and the person currently in charge. Ms. Schultz has her CDA and has been with the program for 22 years. Autumn Schuety is also a co-teacher in the classroom. Sharon Burke is the director of the NEICAC Early Childhood Programs. Her office is in Decorah. Sandra Schultz is the family worker for the program and Kim Jasper is the program manager.

The Head Start program is in a classroom in the Little Bulldog Childcare Center in Monona. The center is a community project and was built as a wing to the school. The location is convenient for parents with children attending the school. The program operates Monday through Friday. The program operates from 6:00 am until 6:00 pm, but the core preschool program operates from 8:30 am until 3:00 pm. On Wednesdays they have an early out at 2:00 pm. A school bus provides transportation for children enrolled in the program who are four years old. There are currently 12 children enrolled.

The program operates out of one classroom. An inspection 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, shapes, colors 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, computer, art, dramatic play, listening, writing, math, science/discovery, woodworking, 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 restroom in the classroom that has two toilets and one sink. There is also an adult sink and a child sink in the classroom. Handwashing procedures were posted in all locations. Cots are used to nap.

The center participates in the Child and Adult Care Food Program (CACFP). The program provides breakfast, lunch and an afternoon snack. Breakfast and lunch are prepared by the MFL Marmac School System and snack is prepared by Head Start staff members. They eat in the classroom and meals are served family style. Dishes are returned to the childcare kitchen to be washed and sanitized.

There is a refrigerator in the room and thermometers were present. The school provides monthly menus for breakfast and lunch and Head Start prepares monthly snack menus. Menus were posted. Allergies are confidentially posted. Food items were stored according to NHSPS guidelines.

The program uses 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 also uses 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 Keystone AEA to provide services to children with identified needs. The children receive hearing, vision and speech screenings. The children also receive fluoride varnish applications on their teeth.

There was a phone with emergency numbers in the classroom. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program door and outdoor exit 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. The program also practices monthly intruder drills. I reviewed documentation of monthly playground inspections. The playground inspections are now completed electronically. A radon test was completed in September 2021 and is good for two years. Results were within EPA guidelines. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is outside of the classroom near the information board. Outlets were protected. The fire marshal inspection occurred on 11/18/20.

The parent information is located on a bulletin board outside the classroom. 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 use of two outside areas. Both areas are fenced in. The area in the front of the center has rubber tiles for surface cushioning and offers smaller equipment for the children. There is a second area in the back of the program. Rubber tiles are used for surface cushioning. There are swings and climbing equipment, including slides and other activities.

Staff and children files were reviewed at the time of the licensing visit. I reviewed six children files. There was one missing physical. The program had contacted the mother, and she must get the physical immediately or the child will not be able to return. This will not be cited.

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. When I arrived, the children were eating breakfast and the staff members sat with the children and maintained positive conversation with the children. They talked with the children about their families and what they enjoy eating. Staff members were enthusiastic and offered the children choices. They were flexible with their schedule. Staff members were patient and used positive redirection when necessary. They used timers so that all children could enjoy the centers. They were nurturing to an upset child. The children appeared to enjoy themselves at the program.

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.

The program has a private Facebook page to communicate with parents. They also share pictures of the children on the site so families can see the children enjoying themselves throughout the day in different activities. Parents like the page.

Ms. Schultz states she believes the studies they use from the Creative Curriculum are great. They can last two weeks or longer based on the children's interest level.

Ms. Schuety states the Farm to Early Care and Education program (F2ECE) program is great. The children can try foods they would not at home. They have a food celebration every month where parents can come to the program and try the food with the children.

Ms. Schultz states they plan to do a field trip at the end of the school year. They will use a school bus for transportation.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

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

An administrative change is being made to remove Shauna Strandlie as the on-site supervisor. She left the program in January. Sheena Bouzek is joining the program at the end of May as the new on-site supervisor. Ms. Bouzek has an AA in early childhood. She is currently the on-site supervisor at the Waukon site. Ms. Bouzek was previously the on-site supervisor at a childcare center in Postville and she was previously the on-site supervisor at the Monona site. Tara Schultz is in charge at Monona until Ms. Bouzek arrives.

*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.