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

**Name of Center:** Seymour CSD Early Childhood Center **Enrollment:** 20 **License ID No. (Reapplications)** 51992

**Street:** 100 S Park AVE **City:** Seymour Iowa **Zip** 52590 **County:** Wayne

**Mailing Address:** 100 S Park AVE, Seymour, IA, 52590

**Director's Name:** Shannon Starr **Phone Number:** 641-898-2291

**On-Site Supervisor(s):** Tara Trimble **E-Mail:** shannon.starr@seymourcsd.org

**Date(s) of Visit:** 01-23-2023

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

**LICENSING VISITS**

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

**Signed Application (470-0722) Received** X **Yes** **No** **NA** **Date Signed:** 09-30-2022

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

**Date Inspected:** 09-30-2022

**Comments :** due every 3 years, performed by State Fire Marshal

**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:** X Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care X 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 | 15 | 10 | 15 | 15 | 55 |
| Summer | | | | | 0 |

**QRS Rating:** N/A

| RECOMMENDATION FOR LICENSE: | |
|---|---|
| X | **FULL** license from 10-03-2022 to 09-30-2024 |
| | **PROVISIONAL** license from |
| | **DENIAL** of initial application |
| | **SUSPENSION** of license |
| | **REVOCATION** of license |

**Licensing Consultant:** Jill Seibert **Date:** 01-24-2023

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

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

Seymour CSD Early Childhood Center is located at in Seymour at the Seymour CSD Elementary School. The program is owned and operated by Seymour School District. It consists of two classrooms within the school building and use of the cafeteria for older preschool or school age children before and after school, on no school days and in the summer. The program has access to the school gymnasium, school library and restrooms.

On 1/23/23 I made an unannounced licensing visit to Seymour CSD Early Childhood Center and met with On Site Supervisor Trimble and Director and School Principal Shannon Starr. Two licensing visits were made last year (2022) to the program preparing for Permission to Open. The program opened on 10/3/2022. Tara Trimble is onsite supervisor over this site. She meets requirements as on site supervisor. Prior to accepting the OSS position she served as a paraeducator at the school since 2012. At times she works in ratio. She or Director Starr are present throughout the day.

The center Director of this program is Shannon Starr. Ms. Starr also acts as the Seymour School Principal and exceeds 100 points required to be Director.

All rooms are spacious and contain both handwashing and food preparation sinks. Visitors to the center can enter the main school entrance or directly to the classroom. The main entrance doors are locked and anyone visiting must be buzzed in. The preschool room door is shut and locked during the day. All children are signed in and out. Program staff reported that if need be, the program will go on lock-down, just as the school will to assure child safety.

The program offers care to children ages 8 weeks to 3 years old, as well as care to older children before and after school and in the summer. Full and half-day rates are available. The program accepts childcare assistance.

Program Observations:

The classrooms are self-contained. They are bright, clean, and attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The curriculum is Creative Curriculum. Interest centers available to the children include: blocks, dramatic play, children's literature, toys and games, puzzles and small manipulatives, music and movement, art, science and discovery, sensory tables..

A parent board is present in the infant room. Books, hard surface toys, and creative dramatics are present in both rooms. Materials were organized and child accessible. The center appears to have an adequate amount of equipment for the children including toys and games, activities that appear to be of high quality.

Center Nutrition Practices Observed:

The program practices family style dining in the classroom. The program is not participating in the CACFP program, but plans to in the future. Menus are posted. Food was stored appropriately in the refrigerator and freezer. Thermometers were present. No food was expired. All open food was stored in sealed bags or containers. All food items being served

should meet CACFP guidelines.

Kitchen staff do dishes in a commercial grade sanitizer. Program staff wash dishes in the classrooms when needed. Staff mix bleach and water daily.

If any child in the program has food allergies, an allergy action plan must be present. Iowa Department of Public Health Child Care Nurse Consultant can assist the center in developing a plan if need arise.

Center Health and Safety:

Prescription and non-prescription medication procedures at the center are in accordance with licensing regulations, physician directions, and parental consent. A School Nurse is available 5 days a week. I observed medication administration documentation.

Regulations regarding storage and maintenance of a first aid kit were reviewed. The labeled First Aid Kits were accessible to adults only. All items included from the latest list issued are in the kit. An ill/injured area is the nurse's office.

Regulations regarding environmental testing and the maintenance of any necessary detection equipment were reviewed. A new carbon monoxide detector was purchased and present. In case it should become unplugged, an alarm is sounded. Radon testing is mandatory. Updated testing is due every two years. The recorded level is below 4 pCiL. The Fuel Burning Appliance Inspection is due annually and conducted annually by the Division of Labor Services. The School is on Rural Water, so water testing is not required. A visual Lead Paint assessment is not required since the building was constructed after 1971. The windows in the school are new and can be opened. Heating is provided by a boiler system (steam heat). Ventilation was not an issue the days of the visits.

General regulations regarding safety were reviewed. The may have volunteers in the future Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:
a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
(2) A communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children.
b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B
(2) Complete Form 470-0643, Request for Child Abuse Information.
(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitutes responsibilities as a mandatory reporter.

We discussed space requirements which are 35 square feet of usable floor space per child. Cabinetry should be secured so it is not a potential toppling hazards.

Regulations regarding emergency plans and drills for fire and tornado were reviewed. Drills are recorded monthly per my observation of documentation.

Sanitation policies and procedures were discussed. The program utilized a bleach and water mix and also Clorox Anywhere for sanitizing and disinfecting. Food waste containers were covered.

The program should annually review IDPH recommendations for sanitizing and disinfecting. The program should use an approved disinfectant in the toileting areas vs. a sanitizer for food surfaces.

Regulations regarding staff and child hand washing were reviewed and hand washing posters and adequate supplies noted.

Cribs and cots are spaced at least 2 feet apart when children are sleeping. A plexi glass fence is present to keep older children and younger infants separated if necessary.

Center Playground:

The program utilizes the school outdoor play area for school age children. The program added equipment and space specially for younger children including commercial climbing equipment. The designated outdoor play area is down the hallway and out a side door of the building. The children may utilize a large grassy area behind the Elementary School as well. The local CCNC may conduct an Injury Prevention Checklist upon request.

All outdoor toys should be inspected prior to spring and toys discarded or repaired if cracked, chipped or missing pedals, handlebars or other issues that could cause injury. Completed playground inspections were present. The Child Care Weather Watch is utilized if outdoor play is questionable due to varying weather conditions.

The First Aid Kit and emergency contacts are taken out each time the children go for walks or utilize the outdoor play area. Outdoor space requirements are 75 square feet per child. This should be followed when children are playing in the shed for gross motor activities.

Center Transportation Arrangements/Field Trips:

The school will provide transportation for the children for field trip purposes in the future. At this time the program will take walking field trips only. Parents sign field trip authorizations when children are enrolled in the program. First Aid kits and emergency contact information, as well as a CPR certified staff are present on walking field trips. Emergency medication and emergency contacts are also taken. Ratio for field trips will be followed.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavior Interventions and Supports which establishes a separate behavior intervention plan for each child depending on the level of the child's social skills. Interventions include verbal reminders of appropriate behavior, direct instruction in problem solving skills, redirection, planned ignoring, positive reinforcement of appropriate behavior, and short time out periods of age appropriate length.

Incident reports are on file. Staff and child records are complete and well organized. All children have current immunizations and physicals. The children are not allowed to participate in the program without either one. Also reviewed were current emergency contact/pick up authorization information as well as current medical and dental provider information.

All staff for this program have current training, physicals and criminal background checks. No staff in the program are under 18 years of age. The Director discussed allowing some students to volunteer for the program. She indicated she is not comfortable leaving staff or volunteers under 18 years of age alone with childcare children.

Required written policies are provided to parents in the form of a parent handbook. Evacuation of immobile children is in the handbook in the Emergency Preparedness Plan. The handbook also contains a biting policy, limited access policies and unlimited access policies. An Emergency Preparedness Plan for the building has been developed. It is recommended that the center build an emergency preparedness kit in case of emergency. This kit has been partially built. The program has a specific Emergency Preparedness Plan and will train on it annually. They agreed to sign and date acknowledgement of such.

Required postings were present including Mandatory Reporter information, Child Care Consultant posting, No Smoking signage and the DHS License. The program is aware that communicable disease postings must be present when required.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

Ratio is excellent.

The program meets a childcare need in the community.

The program is convenient for parents who have younger children and school age children.

The program consulted with Child Care Resource & Referral prior to opening. This is evident in the number of violations noted.

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

1. 109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans. Administration agreed to ensure staff signed and dated acknowledgement of training on the Emergency Preparedness Plan.

2. 109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks. Menus planned one week in advance, made available to parents, and kept on file with substitutions noted. Avoid foods with high incident rate of causing choking. Menus should be specific and all foods served should meet CACFP guidelines. If foods do not meet requirements the center must supplement meals and snacks with approved food/drink items. The OSS will be taking CACFP training in the next 2 months.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

Based upon this review, it is recommended that this center begin in Full licensing status. The center is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period.

DHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work 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. Please visit the following website for more information. http://idph.iowa.gov/hcci/consultants.

DHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the DHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website for more information: http://www.iowaccrr.org Michelle Greenough is your consultant.

*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.