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

Name of Center: West Branch Community ELC-Kids Club **Enrollment:** 56 **License ID No. (Reapplications)** 21214

Street: 128 Oliphant St **City:** West Branch Iowa **Zip** 52358 **County:** Cedar

Mailing Address: 400 W Orange St, West Branch, IA, 52358

Director's Name: Lisa Moore **Phone Number:** 319-643-7447

On-Site Supervisor(s): N/A **E-Mail:** director@westbranchearlylearningcenter.com

Date(s) of Visit: 04-05-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 08-02-2021

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

Date Inspected: 07-20-2020

Comments : Does Comply.

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 Preschool-Age X 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				60	60
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
	FULL license from
X	**PROVISIONAL** license from 03-01-2023 to 03-01-2024
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Brown **Date:** 04-09-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

This worker arrived at West Branch Community Day Care Center Kids Club on 4/5/2023. The center provides child care services for school aged children. The center is open from 7:00am to 6:00pm when school is not in session. The center has 56 children enrolled. The center is located inside of West Branch Elementary School. The center is non-profit. The center's fire inspection was completed on 7/20/2020.

The director is Lisa Moore. She has an Associate's degree in Early Childhood Education. She was the director from 2015 to 2021. She left the center and returned in 1/2023.

This worker observed the cafeteria and outdoor play area. The center's curriculum is Applebaum and Creative Curriculum.

Nutritional practices were checked. The center provides afternoon snack. The kitchen was maintained in a clean/orderly fashion.

Health and safety practices were also reviewed.

The center uses the West Branch Elementary School playground which includes: climbing structure, slides, grassy areas, basketball hoops, etc.

The center takes field trips to the fire station, zoo, splash pads, pool, ice cream shop, etc.

The center's policies, licensing notebook, staff files and child files were reviewed. The center also had required postings.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

-The center accepts Child Care Assistance.
-The center offers before/after school care and summer programming.

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

237A.7: Information regarding a child in a child care center or their relative is confidential. If this information is released by visual, verbal or written means, written consent from the parent or guardian is in the file or a court order allowing the release of the information.
-Upon arrival to the center the director did not know where the children files were located. We looked through a variety of binders, storage containers and folders. Expired paperwork was found in several locations accessible to anyone who works at the school. This information must be stored in a confidential manner. We were able to find some current child files in the first aid kid.

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.
-Information for this licensing consultant had an inaccurate phone number.

109.6(1): Centers with multiple sites have a qualified director or on-site supervisor at all sites.
-Lisa is the director at West Branch Community Early Learning Center and West Branch ELC Kids Club. She needs to have a center director or on-site supervisor in each center. She has two selected; however information has not been submitted to HHS.

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

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 instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted.
-Fire and tornado drills were not documented for 2023.

109.10(16)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.
-Children were allowed to walk from outside to the restrooms without adult supervision. New staff did not know names of the children.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free.
-Borax, cleaning supplies and shaving cream were accessible to the children.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents.
-The curriculum and daily schedule was not posted.

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.
-Menus were not posted and meals/snacks were not credible. Materials from CACFP were ordered for the center. They can be found at: https://www.fns.usda.gov/tn/training-tools-cacfp

109.10(3)a: All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.
-An epipen was found in the first aid kit. This epipen was accessible to the children. The staff did not know who the epipen belonged to. Upon review of several child files it was noted that there are two children that may need epipens. It is imperative that medications are stored inaccessible to the children, that they are properly labeled and that staff know who needs them.

109.10(9): First aid kit: The center shall ensure that a clearly labeled first aid kit that is sufficient to address minor injury or trauma is available and accessible to staff at all times.
-First aid kits are not clearly labled and the center was not using the most up to date first aid kit checklist: https://hhs.iowa.gov/sites/default/files/portals/1/userfiles/128/first%20aid%20checklist%20final%2004042022.pdf

V. SPECIAL NOTES/RECOMMENDATIONS:

As a result of a recent child care visit, a decision has been made to issue the center a provisional license. As indicated in the Iowa Administrative Code, HHS must review written plans and verification of activities to demonstrate the resolution of program rules before when can "upgrade to a full license."

Lisa has been a director for 6 years. She left for a period of time and returned back to the center. When she returned she completed four hours of training offered by this worker, including: licensing notebook, staff files, child files and rules/regulations.

Please note that the provisional license must be posted clearly and readily observable ("conspicuous place") until a new license is issued to replace the provisional license.

Improvement plan Instructions:
1. Please complete this plan within 10 days and return this electronically to your HHS Child Care Consultant.
2. Please reference every violation on the program improvement plan (page 2) associated with your most recent HHS visit and respond with how violations were resolved or how you intend for these violations to be resolved.
3. HHS must review and approve the plan as well as verify resolution before releasing the provisional license and returning your full license.
4. HHS will be looking closely at interventions you intend on taking so that the violations do not recur.
5. Please keep evidence of the stated resolution or plan of resolution. It may be as simple as taking a photograph of corrections, submitting receipts, submitting training certificates, modifying policies, assigning specific job duties such as file management, environmental checking.
6. You are encouraged to consider other community supports listed below for support:

-CACFP: https://educateiowa.gov/pk-12/nutrition-programs/child-and-adult-care-food-program
-Child Care Resource and Referral: https://iowaccrr.org/staff/region_5/
-Early Childhood Iowa: https://earlychildhood.iowa.gov/
-First Children's Finance: https://www.firstchildrensfinance.org/
-Healthy Child Care Nurse Consultants: https://idph.iowa.gov/hcci/consultants
-Iowa AEYC: http://www.iowaaeyc.org/
-Iowa After School Alliance: https://www.iowaafterschoolalliance.org/
-Iowa State University: https://www.extension.iastate.edu/humansciences/early-childhood
-4c's of Johnson County: https://www.iowa4cs.com/

If additional assistance is needed please reach out to your licensing consultant as soon as possible.

The director is instructed to review this report with center staff and have them review:
https://ccmis.dhs.state.ia.us/providerportal/DocumentViewer.aspx?ID=8

The director, on-site supervisor and all staff will complete one hour training on careful supervision. These courses are available at:
https://extension.psu.edu/programs/search?
SearchableText=supervision&path%3Alist=%2Fsites%2Fprograms%2Fbetterkidcare

*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.