Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: King's Kids Preschool

Provider No.: 25014

Address: 1115 A Ave East, Albia, IA, 52531

County: Monroe

Director's Name: Michelle Holmes Hafer

On-Site Supervisor: Sarah Gee

Phone Number: 6417991922

E-Mail: mitchee79.mhh@gmail.com

HHS Visit Date: 01/22/2026

Licensing Period: 12/01/2026 to 12/01/2028

Fire Inspection:

Date Inspected: 08/29/2024

Comments: Due every 3 years, completed by State Fire Inspector

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8.00 AM to 5.00 PM	
Tuesday		9:00 AM to 3:00 PM	
Wednesday		12:30 PM to 5.00 PM	
Thursday		9:00 AM to 3:00 PM	
Friday		8.00 AM to 5.00 PM	
Saturday			

Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			39		39
Summer					0

1. Basic Overview

King's Kids Preschool is located at the Family Life Center building of Trinity Methodist Church in a residential area of Albia. It is a faith based preschool providing early childhood educational classes for three, four and five year old children. The preschool is owned and operated by Trinity Methodist Church. The returning Director of the Preschool is Michelle Hafer. Ms. Hafer has a BSW in Social Work from Illinois State University. She has 11 years of experience in licensed preschools. She previously taught Head Start in Illinois. Sarah Gee is the On Site Supervisor. Sarah has taught in the center since 2019 and is taking classes to earn a CDA.

This preschool has been licensed since 1992 in another building across the street and moved to this building in 2004. The morning class meets from 9-11:30 on Tuesdays and Thursdays. All children in the morning are 3 years old. The afternoon class meets from 12:30-3 on Tuesdays, Wednesdays, and Thursdays. Two or three staff are always present during program hours to ensure ratio is met.

Program Observations:

The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

I made an unannounced licensing visit on 1/22/26 and met with the Director, OSS and staff. All program areas were observed at that time. The preschool occupies large "L" shaped classroom in the building. King’s Kids Preschool classroom is located within the Family Life Center building in Albia. The classroom is located in the west portion of the building. A new security wall and door has been installed this past year separating the space from church patrons. Once inside the

preschool area there is a yellow room and a blue room.

The space is considered as two rooms so staff needs to be present to be in ratio.

Preschool Nutrition Practices Observed:

Parents provide snacks for the preschool on a rotating basis. The children at King's Kids are given a snack during preschool that is provided by the parents. The Director agreed to address snacks to ensure each snack served meet CACFP requirements. Children are not served lunch by the preschool. During the lunch transition time the church supervises lunch periods. A list of suggested snack ideas is in the King's Kids preschool handbook. The snack calendar is also posted on the refrigerator in the King's Kids classroom. Teachers and children wash their hands before eating snack.

The kitchen area adjoins the preschool rooms. The area has adequate space for snack preparation and storage. The preschool has a small kitchen area in the classroom separated from the program area by a low wall and a gate. Snack is eaten in this room which has adequate table space. I inspected the refrigerator/freezer unit. It did contain thermometers. Cooling temperatures should be 40 degrees or below. Freezing temperatures should be zero degrees or below. Food item were properly closed. I observed dry food storage which is located in cabinetry. No food items were stored on the floor or expired.

EPA registered products reviewed by the Iowa Department of Public Health for child care settings are utilized. The staff use Clorox Anywhere and Oxivir TB when available. Food waste containers should be covered and were the date of the visit.

Preschool Health and Safety:

The preschool does not administer daily prescription or non-prescription medication. We discussed Epi Pens and inhalers. One child has an inhaler and an asthma action plan. It is signed by a physician. A few students have allergies. Allergy action plans are present and signed by a parent and a physician. They are typically kept in a place only staff can access (closet). All medication should have a pharmacy label intact. The Director can meet with Lynette Major, school nurse to develop an Emergency Health Care plan that will accompany any emergency medication if needed in the future. Ms. Major should be consulted regarding any medication kept on site so that Emergency Health Care plans are developed for each student. The program also has a Child Care Nurse Consultant (Mandi Lauderman) with the Iowa Department of Public Health that may assist with any health and safety matters.

Regulations regarding storage and regarding maintenance of a first aid kit. were reviewed The First Aid kit is labeled and kept on top of the refrigerator. The program has the newest First Aid Kit checklist from IDPH. The Director checks the kits to ensure necessary items are present.

Environmental testing and the maintenance of any necessary detection equipment were reviewed. A non-battery operated UL approved carbon monoxide detector has been placed in the classroom and furnace room. Several windows provide natural light in each room. The windows can be opened to aid in ventilation and air quality. Heated and cooled air is forced through ceiling vents. The blue room contains its own thermostat. Air quality, ventilation and temperature were semi adequate on the visit. We both agreed vents should be cleaned to assist with better ventilation.

Radon testing is conducted every five years. Testing should be conducted in the winter when the ground is frozen. The building was constructed in 2004, therefore a lead-based paint assessment is not required. Furnace inspections are conducted annually. The center contains gas appliances. the fuel burning appliances inspection was conducted in November 2023. The preschool is on city water therefore water analysis is not required.

General regulations regarding safety policies and procedures were reviewed. We discussed space requirements of at least 35 square feet of usable space per each child. An ill or injured area was not designated in years past, but this has been developed. Two different areas in the program have been designated.

Ratio for 3 year old children is 1:10. Ratio for 4 year old children is 1:12. Two or three staff are always present.

The gymnasium is used for gross motor activities. Each child should have at least 75 square feet each for gross motor activity. Electrical outlet covers were not present in all rooms and have been added to the hallways, bathroom, and gym

CHILD CARE CENTER ANNUAL EVALUATION

this past year. No other safety hazards were observed in this room. The main preschool room electrical outlets were covered. This will be an ongoing issue staff will have to monitor when utilizing other areas in the church.

Emergency plans and drills for fire and tornado were completed monthly per my observation.

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 substitute's responsibilities as a mandatory reporter. Any visitors to the Center shall complete the tasks above. I sent the Director additional information about volunteers and subs on the initial visit on 11/6/14.

Sanitation policies and procedures were reviewed. All waste containers were covered.

The center has had pets over the years including: hamster, tadpoles at one point, caterpillars part of the year, fish and rabbits. Pets were vetted and healthy. The tank was clean and the fish appear to be in good health. We discussed that plants are favorable for QRS and that if one is procured, it should be on the safe plant list.

Staff should be knowledgeable about sanitizing and disinfecting. They have researched products and may access the IDPH CCNC if questions arise with future purchases.

Staff should wash hands upon arrival to the center. Substituting hand washing with hand sanitizer is not acceptable practice. I observed children come in from outdoors at the end of the day. Since they were leaving the program they did not wash hands. Staff hand washing: The center shall ensure staff demonstrate clean personal hygiene. Staff shall wash hands:
(a) Upon arrival at the center.
(b) Immediately before eating or participating in food service activity.
(c) After diapering a child.
(d) Before leaving the rest room either with a child or by themselves.
(e) Before and after administering non emergency first aid if gloves are not worn.
(f) After handling animals or cleaning cages.
Children's hand washing: Center shall ensure staff assist children in personal hygiene. For each infant or child with a disability, a separate cloth for washing and one for rinsing may be used in place of running water.
Children's hands shall be washed:
(a) Immediately before eating or participating in food service activity.
(b) After using the restroom or being diapered.
(c) After handling animals.

The preschool replaced exit lights last year.

Preschool Outdoor Play Area:

The preschool uses a fenced and naturally shaded outdoor play area behind the Family Life Center building for occasional outdoor play. The center play ground is located at the north end of the building. It is completely fenced in. The fence and play equipment were in good repair. The area also contains an anchored set of swings on pea gravel surface of adequate depth. The outdoor play area also contains an area of grass for gross motor activity and ball play. No safety hazards were observed on either the fence or play equipment. However, if the outdoor play house contains 2 or more children staff should be immediately present and able to supervise. The pea gravel has been added three years ago. Six inches is required under medium height play surfaces. The area features an anchored, plastic climbing and activity toy.

The preschool received a grant four years ago and purchased a new picnic table and bench for the area. Also purchased were 2 flower chalk boards, a new school bus structure, a free standing xylophone.

Typical ratio to staff are 16:3 which is best practice and duly noted.

CHILD CARE CENTER ANNUAL EVALUATION

We discussed space requirements of at least 75 square feet of usable space per each child. Dead bolts were added to the restrooms so the public cannot access them from the gymnasium. A door was added so the preschool is now separate from the public space of the church.

The outdoor play inspection should be completed monthly. I observed documentation of such. The Child Care Weather watch is utilized when outdoor play is questionable due to weather conditions.

Preschool Transportation Arrangements/Field Trips:

The preschool owns a vehicle but it is not currently operable. The preschool takes walking field trips only on the trail system behind the church or to a nearby park. Field trip authorizations are present. A first aid kit should be taken on walking trips as well as emergency contacts. If the program provides transportation the vehicle will need an annual inspection and a first aid kit. Emergency contacts and medication should be present while traveling.

Preschool Administrative Records:

Child misbehavior is addressed by identifying the child's inappropriate behavior to the child, encouraging the child to model appropriate behavior, and short, time out periods of age appropriate length.

Preschool compliance with regulations regarding required notices and postings are reviewed annually. A mandatory reporter sign is located in the yellow room at the north end of the building. A No Smoking sign hangs on the front door. This is where the children enter with their parents at drop off. Two consultant contact postings also hang in the yellow room and in the blue room. The center license is posted on a cork board in the yellow room. Emergency phone numbers are posted by the phone including poison control, center address and phone number and 911. Class schedules are posted as well as curriculum (on the refrigerator). Emergency evacuation maps have been posted to all doors in the classroom and one is posted at the main entrance of the building. This is an improvement from years past.

Exposure Control notices will be posted when necessary, but the preschool has not had communicable diseases this school year.

Required written policies are provided to parents in the form of a parent handbook. It contains all required policies including a biting policy. Written emergency plans for fire, tornado, flood, intruders in center, intoxicated parents, lost or abducted children for blizzards, power failures, bomb threats, chemical spills, earthquakes or disasters that could result in structural damage or health hazards are present as well as an unlimited access policy at my request. An Emergency Preparedness Plan is required and is present.

A handbook is given to every child who is enrolled at King’s Kids during open house. Also added were Child Care Emergency Preparedness and Response Plans. The EPP should be reviewed with staff annually and they should sign and date acknowledgement of such. Staff signed the acknowledgement in August. The new staff will be trained on the plan this month per Director. King’s Kids Preschool uses Creative Curriculum.

Staff and child records are complete and well organized.

Child files are reviewed annually. Child physicals are updated annually. Immunization cards for all children should be present. All dental and medical information, emergency contact information, pick up authorizations, and field trip authorizations were present. Jennifer Grinstead (Monroe County Public Health) performs a child file audit every winter.

Staff files are reviewed annually or when assistance is necessary. All staff must have have physicals in the past three years. CPR/First Aid training should be updated every 2 years. Universal Precautions is up to date and is due annually. The Director was behind when HHS visited but is now compliant. Fingerprints are due every four years. Iowa Criminal background checks are due every two years. All employees should have a signed form stating they are free from child abuse or criminal convictions. Mandatory reporter training is due every five years. Professional development must be updated annually. No staff employed at the program are under 18 years of age.

Staff sign and date the Emergency Preparedness Plan each year. Documentation was present.

CHILD CARE CENTER ANNUAL EVALUATION

2. Identify Observed Strengths of the program

The preschool sends a monthly newsletter to parents.

The preschool has a good relationship with the local school nurse, who assists them when necessary.

The preschool has a parent advisory board.

ices to the children in cooperation with the local Lions Club.

The preschool provides speech and hearing screening services to the children in cooperation with the local AEA.

The preschool participates in community activities such as Albia Days Celebration, Albia High School Homecoming, making Christmas cards and placemats for nursing home residents, and Breast Cancer Awareness activities.

The preschool has a visiting nurse provide exercise, nutrition, and home safety activities for the children.

The program also offers these special activities:
October 30- Halloween Parties
November 1- no school
November 25- Thanksgiving day party
November 27-29- no school
December 19- no school/Christmas Program Day
December 20- Christmas Party
December 23- January 3 no school

I left the program information on First Children's Finance in 2014.

The program received a grant form the Monroe County Foundation. They used it to purchase a trash can, two flower chalk boards that hang on the fence outdoors, a musical instrument (chime), a school bus climber, an adult picnic table, an adult bench and a child bench.

3. Identify the aspects that fall below the standard

1. The Director agreed to have a certified HVAC company conduct a fuel burning appliances inspection and clean the vents.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

5. Special Notes/Recommendations

The program should have regular collaboration with CCR&R (Karen Lauer) and IDPH Child Care Nurse Consultant (Mandi Lauderrman) to ask for assistance in maintaining licensing regulations throughout the year. The Child Care Licensing Checklist should be studied and implemented throughout the year. The Director was proactive the past 6 years and consulted with CCR&R Consultant Karen Lauer. This is duly noted.

Based upon this review, it is recommended this preschool remain 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 HHS licensing standards and procedures must be maintained during the renewal period.

HHS 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

CHILD CARE CENTER ANNUAL EVALUATION

for more information. http://idph.iowa.gov/hcci/consultants. Iowa Department of Public Health Child Care Nurse Consultants can perform a Health and Safety Checklist both outside and inside.

HHS 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 Karen Lauer is the facility consultant. The program recently attended a symposium CCR&R hosted. Consultant Lauer stated, "I have not had any in person visits however, I have had 14 technical assists with topics of:

- Quality Improvement Program
- Training Consultation
- Business Policies & Practices
- Refer/Support to Other Programs

Please let me know if you have any questions.

Karen Lauer
Child Care Consultant
Child Care Resource & Referral of Central Iowa
Orchard Place
klauer@orchardplace.org "

Date: 01/23/2026

HHS Licensing Consultant: Jill Seibert

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.