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

Name of Center: Circle of Care-St Patrick Catholic School **Enrollment:** 108 **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: 04-10-2025

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:** 03-07-2025

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

Date Inspected: 08-01-2023

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: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2025 to 05-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 05-04-2025

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/10/25 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 at 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 at 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 five staff members. There are two staff members present during the morning hours of operation and three staff members present during the afternoon hours of operation. This program was operated 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. 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 108 children enrolled because the school allows drop-ins from all children at the school.

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 children return to the space until school starts. The school age children go outside if weather allows. 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 is not on the Child and Adult Care Food Program (CACFP) but follows the guidelines. The children are provided with the option of eating breakfast in the school cafeteria in the morning, and they are provided with a snack in the afternoon in the cafeteria. Snacks, including the drinks, are being documented and were available for review. Breakfast menus were posted. The children use hand sanitizer prior to eating.

For breakfast, 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.

There was a phone and emergency numbers with the program's address and phone number were posted. Emergency fire and tornado procedures and evacuation diagrams were posted by the program door that leads to the school and near the outdoor exit. A daily schedule was posted.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. They are being completed by maintenance.

The radon test was last completed in May 2024. 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 08/01/23.

The parent information is located on a bulletin board inside the entrance. The mandatory reporter, child care consultant and the handbook availability were posted. The license was conspicuously hung. 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. Astro turf is 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's files were reviewed at the time of the licensing visit. I reviewed twelve children's files. When I do my visits, the Circle of Care program should ONLY have a list of the children enrolled in the Circle of Care program. I do not want a list of everyone in the school. When I ask for children's files, it should only be for children enrolled in the childcare program. I am not there to license the school, only the childcare program. I was given children's files for school aged children and seven of the files the children did not attend Circle of Care. So that is a waste of my time. If there is a list of ONLY enrolled Circle of Care children, then I can choose the names of the children I want files for in the future. For the files I reviewed on children who actually attend the childcare program, they were in good condition.

I reviewed one staff file. The staff member had an outdated SING check and outdated fingerprint results. These have both been updated since my visit. Please make sure all staff members have signed employee/sub/volunteer statements in their files.

I reviewed policy and procedures, staff and parent handbooks. Most of the necessary written emergency procedures and policies were present. Most of the necessary written emergency procedures and policies were present. You must develop a written policy for incidents involving minor injuries, minor changes in health or behavioral concerns are reported to parents on the day of the incident. The program has a form to complete but no written policy. Additionally, the program does not have parents sign the incident report. They must sign the report and a copy is kept on file. Emergency Preparedness Plans have been completed.

There were two staff members present during my visit. Ms. Jorgensen has been with the program many years and she knows all the children and families who use the program. Staff members greet the parents and children as they arrive at the program. The children enjoy centers until it is time to leave for school. The children enjoy talking to Ms. Jorgensen and helping her with simple tasks. Ms. Jorgensen reads the preschool children a book while they wait for the bus.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program is in a secured building.

The program provides a school bus to transport the children to the preschool location in the morning.

The program meets a need for parents who need care for their children before and after school.

Luella Jorgensen has been involved with this program for many years. She knows all the parents and children who utilize the program. This provides stability to the program.

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

109.6(6)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.
One staff member did not have a current SING background check. This has been CORRECTED.

109.6(6)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.
One staff member had an outdated fingerprint check. This has been CORRECTED.

109.10(10): Recording incidents: Parents shall be notified on the day of the incident involving a child that includes:Minor injuries.Minor changes in health status.Minor behavioral concerns.Incidents resulting in injury to a child.Shall be verbally notified immediately when there is:A serious injury to a child.An incident resulting in significant change in health status.An incident includes child being involved in inappropriate, sexually acting out behavior.A WRITTEN report, fully documenting every incident, shall be provided to the parent or authorized person. This should be completed by staff that witnessed the incident and retained in child file.Serious injuries and deaths must be reported to the Department within 24 hours.
You must develop this written policy.

V. SPECIAL NOTES/RECOMMENDATIONS:

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

Several items had to be emailed to me following the visit. Please have the information available during visits.

*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.