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

Name of Center: Little Hands Childcare & Preschool Inc-Milford **Enrollment:** 77 **License ID No. (Reapplications)** 35395

Street: 904 J AVE **City:** Milford Iowa **Zip** 51351 **County:** Dickinson

Mailing Address: 904 J AVE, Milford, IA, 51351

Director's Name: Jennifer Will & Sarah Will **Phone Number:** 712-338-4001

On-Site Supervisor(s): Jessie Schoorman **E-Mail:** jenwill@hotmail.com

Date(s) of Visit: 05-02-2017

X **Licensing Visit** **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:** 05-02-2017

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

Date Inspected: 09-09-2014

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 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	11	6	36		53
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 06-01-2017 to 06-01-2019
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jana Drew **Date:** 05-25-2017

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Made an unannounced visit on May 2, 2017 and talked with Jennifer Will Director and co-director Jessie Schoorman. Jennifer Will has a 4 year degree and ten years of experience in childcare. Sarah Will, is the other co-director. Little Hands Daycare & Preschool serves infants through pre-school age children Monday through Friday 5:45am to 5:30pm Currently they have 77 children enrolled in the program. The center has 4 areas: infant room, two year old room, large room for children ages 2-school age and preschool room.

All areas of the program were observed. Observation consisted of classroom activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Preschool sends home a weekly newsletter.

Conferences twice a year for parents with children in the preschool program.

Children's toys are at their level and accessible.

Center has child size furniture throughout the room.

On QRS level 2.

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

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: 3
* Even though the center was missing 3 staff physicals, the director submitted them to worker today 5/25/2017 to show that she now has them for her staff.

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
Number not in compliance: 2

109.9(2)c: All files contain information regarding the specific health and medical needs of a child including information regarding any prescribed treatment. Information shall include a physical examination report as required at subrule

109.10(1). For school-age programs in the child's school, all files include a statement signed by the parent that the immunization information is available in the school file.
Number not in compliance: 6

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.
* Center did not document fire and tornado drills for April 2017.

V. SPECIAL NOTES/RECOMMENDATIONS:

It was suggested to have on-site assist with maintaining staff and or children's files to make sure they remain in compliance.

Also, to assist in monthly fire/tornado drills (missed April 2017).

*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.