

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

Name of Center: Step Ahead Child Care & Preschool **Enrollment:** 70 **License ID No. (Reapplications)** 47932

Street: 2555 Berkshire Pkwy Ste B **City:** Clive **Iowa Zip** 50325 **County:** Polk

Mailing Address: 2555 Berkshire Pkwy Ste B, Clive, IA, 50325

Director's Name: Crystal Steffen and Laura Eeri **Phone Number:** 515-987-6991

On-Site Supervisor(s): Cheryl Halas **E-Mail:** crystal@stepaheadchildcare.org

Date(s) of Visit: 10-31-2017

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

LICENSING VISITS

New Application **Re-Application** X NA

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 09-28-2016

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

Date Inspected: 10-23-2017

Comments : Clive Marshal Marshal .

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

Financial Type: X **Profit** **Non-Profit** NA

Accreditation: **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:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>		
LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	24	38	28	0	90
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 12-01-2016 to 12-01-2018
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCAION of license

Licensing Consultant: Nate Knepper

Date: 11-02-2017

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced visit was conducted on 10/31/17. The assistant director was present throughout the visit. This consultant spoke to the owner/head director by phone at the conclusion of the visit.

All areas of the program were observed. These areas observed consisted of classroom observations and activities (five classrooms total), nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. Capacity of the rooms are 8 (freshman) , 16 (sophomores), 21 (juniors), 17 (seniors), and 28 (preschool).

Step Ahead Child Care and Preschool is a newer center that was given permission to open on 10/24/16. The center is located in the old Learning Ladder building. The center serves children six weeks in age to five/six years in age using the Creative Learning Curriculum in their teachings. Hours of operation are 6:30am - 6:00pm Monday through Friday and year-round.

The owner and head director of the program is Crystal Steffen. Crystal has an AA degree in Business Administration. Crystal has worked in child care for several years. Laura Erie is the assistant director. Laura has taken college courses and has also worked in child care for several years. Cheryl Halas is the on-site supervisors. Cheryl has a degree and has worked in child care for several years.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center has worked with CCR&R in the past and knows how to contact them if needed.

The center uses the electronic Pro Care sign in/out system for staff and families.

Monthly staff meetings are held.

The center has a Facebook page and a website.

Several of the staff have worked together in the past.

Children and staff files are organized.

There is a secure entrance into the building.

The center has done some major remodeling and an expansion project within the past year.

Enrollment has significantly increased.

The center now utilizes an application for daily sheets for young children.

Two parent-teacher conferences are held each year. Parents are highly encouraged to participate in center activities and questionnaires on ways to continue to make the center a good experience for parents.

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

109.8(2)a: Combinations of age grouping for children four years of age and older determine ratio on age of majority in group. In combined age groups that include children age three and under, ratio is maintained for each age group. Preschools: Ratio maintained for age of majority of children.
The Pre-K room was out of ratio.

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.
Two tenured staff members should be completed with Essentials training, but they are not.

109.10(3)b: For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.
Diaper creams are considered medications and should be documented when not given as well.

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.
The center has missed several fire and tornado drills in 2017. Other drills were missed and made up in different months.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient lighting shall be provided.
The bolts on the playground fence need to be cut/capped and/or turned around so that they are facing outside the fenced in playground area. Bolts should only have two threads exposed. THIS IS A REPEAT ISSUE FROM LAST YEAR. There were some cracks in one of the plastic playhouses that need to be repaired.
It was too dark in the Senior classroom during nap time.

109.11(7)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.
Radon testing is past due. The center should have conducted radon testing no later than the end of 10/31/17.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.
This inspection invoice was missing on the day of the visit.

109.12(1): Schedule of program is posted in a place visible to parents.
A full day schedule was missing in the Pre-K room.

109.12(4): Individual covered mats, beds, or cots, and appropriate bedding is provided for all children who nap. Sufficient spacing is maintained between equipment to reduce transmission of disease and allow ease of movement by children and staff to respond to activities and care needs.
Mats should be at least two inches thick and all mats should have a sheet or another blanket as a barrier between the mat and child when in use.
There needs to be at least two feet spacing between napping children.

109.15(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed.
There was one issue with a bag of cereal not being sufficiently sealed after being opened. The left over food in the refrigerator from lunch earlier in the day should be covered. Thermometers were missing in the kitchen refrigerator and freezer. MISSING THERMOMETERS ARE A REPEAT ISSUE FROM LAST YEAR.

V. SPECIAL NOTES/RECOMMENDATIONS:

Because of the number of below standards identified at this year's off-year visit, a corrective action plan is being requested. The visit occurred on 10/31/17. On 11/2/17, the owner/head director emailed this consultant with the following update:

1. The no smoking sign has been hung.
2. Food for the emergency kit has been purchased and added to the kit.
3. I am adding the "diaper cream" to all the daily sheets so that the med forms are no longer needed.
4. Thermometers were purchased yesterday from Amazon and will be here tomorrow.
5. A lamp has been purchased and placed in the Senior room for nap time.
6. The climber has been removed from the playground and the house has been duct taped.
7. We did a fire and tornado drill today and will be doing both tomorrow as well.
 - a. All drills will be done on the first of every month moving forward.
8. I have contacted Aspen Aire and my building owners and am waiting for someone to send me the invoice from the work they did in September.
9. Cots/cot sheets will be purchased next week.
10. Scheduling in the Preschool room has been corrected for ratios.
11. The bolts on the fence are being turned around to face outside the fenced in area.

The online link to reports was emailed to the center after the visit concluded.

The center will still need to add some dry food to their emergency evacuation bag.

The CACFP (food program) changes that went into effect 10/1/17 were again discussed.

It is recommended that the center explore switching to cots from mats for children to nap on.

Radon testing is past due as it was due a year after the center was given permission to open which was on 10/24/16.

The annual furnace inspection invoice was missing on the day of the visit. The last one on file was from 1/2016.

In regards to the center files - missing and/or needing updated are the following policies:

It should be noted that 911 should also be contacted if a serious injury to a child if necessary along with their parents.

What not to do as a form of discipline (page 140 the a-d) still needs to be added to the handbooks.

As far as when staff have to get the initial trainings completed, it is now 3 months (90 days) and no longer six months. This change took effect 10/1/16.

Physicals are due every 3 years, not 2 per licensing. The handbook states 2 years.

The center capacity is now 90 children with the recent expansion.

The owner/director may want to re-write the sanitizing and disinfecting policy and simply state products with an EPA registration number can be used and the manufacturer's guidelines for preparing and using must be followed as there are a number of products on the market that have different guidelines.

If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your consultant at 515-725-2654 or email nknepe@dhs.state.ia.us so that we may discuss the issue. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report.

*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.

*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.