Iowa Department of Human Services

CHILD CARE CENTER COMPLAINT

Name of Center: Williamsburg Community Child Care Center **Enrollment:** 50 **License ID:** 24222

Street: 802 Franklin ST **City:** Williamsburg **IA** **Zip Code:** 52361 **County:** Iowa

Mailing Address: 802 Franklin ST

Mailing City: Williamsburg **IA** **Zip Code:** 52361

Director's Name: Michelle Khoenigan **Center Phone Number:** 319-668-9515

On-Site Supervisors: Mary Long **E-Mail Address:** wburg4cs@gmail.com

Date of Complaint: 06-03-2025 **Date of Visit:** 06-11-2025

[X] Scheduled **[ ]** Unannounced **[ ]** NA

[X] Non-Compliance with Regulations Found **[ ]** Compliance with Regulations Found

RECOMMENDATION FOR LICENSE

[X] NO CHANGES to licensing status recommended

[ ] PROVISIONAL license from **to**

[ ] SUSPENSION of License

[ ] REVOCATION of License

Complaint Details:

Did this complaint result in a serious injury? ☐ Yes ☒ No

Did this complaint result in a death to a child? ☐ Yes ☒ No

Summary of Complaint:

It is alleged on 6/2/25, a daycare teacher did not supervise two four year olds properly. The male child put his finger in the female child's vagina. At least one caretaker is aware he has of history of touching her inappropriately.

Licensing Rules Relevant to the Complaint:

109.7(1) All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse.At least one hour of training regarding universal precautions and infectious disease control.Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross,American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department.A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.

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.

109.10(16)a The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.

Inspection Findings:

The determination of this report was based on staff interviews, child interviews and parent interviews. Staff training records were reviewed, as well as incident reports. One staff had not completed the required Essentials training. Incident reports were detailed and complete.

Classroom staff were interviewed. One staff in the room began her role in May 2025. The other staff had been employed at the center since March 2025. Both staff reported they were not aware of an incident taking place.

Other HHS personnel visited the female child and her mother in the home on 6/3/25.. She reported another incident regarding inappropriate touching occurred in May. She indicated she believed that all staff that work with the kids know the history. After the incident, the daycare provided the male child with a 1 to 1 staff. She indicated the program did send an incident report via Procare on this event. On 6/2, it was the end of the day and his 1 to 1 was gone for the day when the incident occurred. The female child confirmed the allegation to HHS. HHS followed up with the parent on 6/4/25 via phone.

On 6/11/25 HHS conducted a scheduled visit with the program Director. The center was aware of similar concerns prior to the latest incident. The Director indicated she talked with parent of the child and attempted to provide additional care to the male child so these behaviors would not continue. To address behaviors, the center referred the family of the male child to Grant Wood AEA for services in the winter 2024. Grant Wood AEA visited the program and conducted observations of the child on a weekly basis for 4-5 months. They also provided more individualized care to the child when possible. The child was to be accompanied to the restroom by an adult. The classroom has one bathroom with two toilets. There is a divider between the toilets. Staff should stand near the toilet entrances if two children are allowed to use the restroom simultaneously. During the incident, two staff were both in charge of the kids. No one was specifically supervising the children individually while they were using the bathroom. One staff was in the classroom on the carpet with other kids. The other staff was at the counter by the bathroom but would not have been able to see inside the bathroom space.

1. 109.10(16)a The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. Staff did provide careful supervision when a male child inappropriately touched a female child on at least two occasions. VIOLATION

2. 109.7(1) All staff(within first 3 months of employment)

Two hours of approved training FOR the mandatory reporting of child abuse.
At least one hour of training regarding universal precautions and infectious disease control.
Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.
Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.
Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.

One staff in the room did not complete Essentials training. VIOLATION

Special Notes and Action Required:

The male child was dismissed from center care June 3rd.

The center invited CCNC Mandi Lauderman and Malia Love to work with the program on supervision . Both Consultants have visited since the referral providing consultation and resources. HHS suggested the program break the children into smaller groups so that careful supervision is better achieved. Curriculum, schedules and routines can be modified to ensure safe supervision occurs throughout the program day.

In Mid June the program had a training on "active supervision" for all the staff. The center is currently utilizing the following methods to improve supervision:
• "Zoning" areas in each room and playground, so teachers know where their responsibility is
• Created a matrix specific to the job and the rolls per schedules
• During field trips, staff will use lanyards by color to know what 6 kids they are in charge of.

One staff resigned in June 2025.

HHS recommends CCR&R evaluate newly implemented supervision practices.

Consultant's Signature:

Jill Seibert

Date:

07-11-2025