

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

**Name of Center:** MICA Head Start-St Paul's **Enrollment:** 39 **License ID No. (Reapplications)** 47690

**Street:** 201 E Church St **City:** Marshalltown **Iowa Zip** 50158 **County:** Marshall

**Mailing Address:** 1001 S 18th Ave, Marshalltown, IA, 50158

**Director's Name:** Nicole Ramirez **Phone Number:** 641-485-1568

**On-Site Supervisor(s):** Tiffany Witte **E-Mail:** nicole.ramirez@micaonline.org

**Date(s) of Visit:** 10-23-2018

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:** 09-26-2018

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

**Date Inspected:** 05-03-2018

**Comments :**

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

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

**Accreditation:** Accredited NAEYC NSACA Other X NA

**Program Serves:** Infants (0-23 mo.) 2 Years X Preschool-Age 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			32		32
Summer					0

**QRS Rating:** N/A

<b>RECOMMENDATION FOR LICENSE:</b>	
X	<b>FULL</b> license from 11-01-2018 to 11-01-2020
	<b>PROVISIONAL</b> license from
	<b>DENIAL</b> of initial application
	<b>SUSPENSION</b> of license
	<b>REVOCATION</b> of license

Licensing Consultant: Debbie Hammer

Date: 10-26-2018

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

N/A.

#### **II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

A full licensing visit was conducted on 10/23/2018. The Director was present throughout the visit.

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

MICA (Mid Iowa Community Action Agency) offers Head Start programs throughout Marshall County and surrounding areas. The administrative office is in Marshalltown. Carrie Sodders is the executive program director. Nicole Ramirez is the Early Childhood Programs Coordinator and meets the 100 points to be the director. She is listed as the director at all the Head Start program sites. Tiffany Witte is the on-site supervisor and meets qualifications for this position.

This program meets in the fellowship hall at St. Paul's Church. Children attend T/W/Th/F, and either come from 8:00 am to 11:30 am, 8:30 am-12 pm, or 12 pm to 3:30 pm. Two morning sessions are offered. The program follows the public school schedule. This site was unable to open until the 9th of October this year due to tornado damage from over the summer.

#### **III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

Head Start provides a very valuable and needed service to the families in the community. They provide a consistent and stable routine that helps the children grow and learn in a positive and healthy manner. The teachers are very committed to helping prepare these children for kindergarten. All the teachers have a 4 year degree, an associates degree or a teaching license. There is a bi-lingual teacher in the classroom.

Head Start has a good relationship with the church at this site. The church is a good resource.

Head Start is invested in making positive connections with the children. They are using a conscious discipline program this year with the children.

Head Start works with the public schools and provide a double program for some children who attend Head Start and the public school as well.

Parents of the children can attend English classes across the street from the church while their children attend Head Start.

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

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.

Fire and tornado drills were not conducted or documented in February of this year. Another tornado drill was not conducted or documented in January of this year as well.

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 space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease. Cords were dangling and creating a safety hazard in the three/four year old classroom.

## **V. SPECIAL NOTES/RECOMMENDATIONS:**

Radon testing is due every two years. Radon testing was completed in October of 2017 and fell below the 4.0 cutoff.

The church completes furnace testing yearly, the last inspection was October 31, 2017.

The cords that were dangling in the classroom will be taped or tacked to the wall/floor immediately.

Fire and tornado drills will be completed monthly. This was an oversight for the program and the program traditionally conducts and documents drills monthly.

A new, full, two-year license is recommended.

If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your consultant at 515-725-2663 or email [dhammer1@dhs.state.ia.us](mailto:dhammer1@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.

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