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

Name of Center: Cedar Valley Preschool & Child Care Center **Enrollment:** 70 **License ID No. (Reapplications)** 19196

Street: 724 Lantz Ave **City:** Cedar Falls Iowa **Zip** 50613 **County:** Black Hawk

Mailing Address: 724 Lantz Ave, Cedar Falls, IA, 50613

Director's Name: Jamie Clancy **Phone Number:** 319-268-1944

On-Site Supervisor(s): Jamie Clancy **E-Mail:** director.cvp@cfu.net

Date(s) of Visit: 08-21-2023

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:** 07-07-2023

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

Date Inspected: 03-30-2023

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: X Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care X 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	4	19	27	14	64
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 09-01-2023 to 09-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 08-28-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 08/21/23 I made an unannounced licensing visit to Cedar Valley Preschool and Child Care Center in Cedar Falls. I met with Jamie Clancy, the director of the program. She started with the program in May 2020. Ms. Clancy has a BA in psychology and an AA in early childhood education. She was previously a director at another location. I also met with Linda Jacoby, the previous director and a consultant for the program. Ms. Jacoby has a BA and MA in early childhood education. She was the director of the center from August 1971 until July 1975 and then returned as director in September 2008 and worked until April 2018. She returned as director in January 2019 and continues to remain on as a consultant since Ms. Clancy was hired as the director. Ms. Jacoby has a variety of experiences in both human services and education. She has 48 years of early childhood experiences and extensive community and volunteer collaborations. She has obtained her National Administrator Credential (NAC). Lytishya Borglum is the bookkeeper for the program. There are 17 staff members employed by the center.

Cedar Valley Preschool and Child Care Center has been open since August 1970 and has been in the current free-standing building since 1974. The program started in a church prior to moving to its current location. An annex was added in 1984. They have completed renovations to the inside and the outside of the center. The renovations took five years. The project focused on being "green" for health and sustainability. They added insulation and cement board siding that provided a fifty percent reduction in the heating bill. The center receives a lot of community support.

The program operates Monday through Friday from 6:00 am until 6:00 pm. It serves children who are 18 months old through school-age. A preschool program is offered during the school year and the center is involved with the Iowa Quality Preschool Program Standards (QPPS) in a self-study manner for program improvement and certification planning. The preschool class meets Monday through Friday. Stacy Speaker is the lead teacher for the three-year-old preschool class and Elizabeth "Liz' Ayard is the lead for the four-year-old preschool class. The center has a Quality Rating System level of 4 that expires 02/28/24. The center works with Central Rivers AEA and Child Care Resource and Referral (CCR&R) to provide support to children with identified needs. There are currently 70 children enrolled in the program. There is a waiting list for all classes.

The program operates out of the following rooms: Cubby (18 month until 24 months old), Teddy (two-year-olds), Koala (three-year-olds), Panda (four and five-year-olds), and Sun Bears (school-age). An inspection of each room was completed. Windows provide natural lighting. The rooms are decorated with the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays were posted.

The centers observed on the day of the licensing visit include library, blocks, table toys, games, puzzles, transportation, art, dramatic play, listening, writing, math, science/discovery, STEM, woodworking, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Most materials were in good condition. There are some round vinyl cushions in the Sun Bear room that have tears. These must be repaired. The materials are located at child level, so they were easily accessible to the children.

The Cubby room has one sink and one diaper changing table. Handwashing and diaper changing procedures were posted. I

observed a diaper change and proper procedures are followed. There is a sink in the Teddy room and procedures were posted. The Teddy room either uses the diaper changing table in the Cubby room or they go to the upstairs bathroom.

There is a bathroom on the main level that has an area for the boys and for the girls. There are a total of six toilets and four sinks. There is one diaper changing table in the room as well. Handwashing and diaper changing procedures were posted.

The center uses the Creative Curriculum to develop lesson plans and supplemental materials are added. Each teacher develops lesson plans and activities are planned around themes. The length of the theme/unit depends on the topic and the children's interest level. The center participates in the DECA evaluation program to support the children's social and emotional growth and development. They also use the Ages and Stages III evaluation tool for skill development.

The program continues their visiting curriculum programs: music, Storytelling, puppet shows and P.E.T-P.A.L.S. They have accentuated the science program with regular visits/demonstrations from the Audubon Society (birds); a butterfly presentation by a UNI professor and previous parent, Dr. Jerreme Jackson; the Grout Museum; Linda Nebbe Wildlife Rehabilitation program; Jean Seeland and guests; Cedar Valley Volunteer Center Tall Grasses program, Lookout Park, North Cedar Natural Resource Center; 4-H STEM Fair, Hartman Nature reserve; and Hansen's Dairy Farm. They also have planned and implemented field trips for children ages three through ten. The program has secured transportation for field trips through Cedar Falls School bus transportation during the summer months.

The center has continued the "Kindness Curriculum" supporting kindness, encouraging friendships and building resilience. They have proceeded with a Spanish curriculum led by a bi-lingual lead teacher, now going beyond basics like color, numbers, greetings to theme related concepts.

The program renewed the Nature Explorer Certified Outdoor Classroom, and they continue to maintain and add to the playground area. They are the only Nature Explorer Certified Outdoor Classroom in Black Hawk County. They have a vine house, a castle rock climber, a sandbox with a cover, a log tunnel and a riding path in the area. They have several centers available to the children which includes, library, music and movement, blocks, art building, science and sensory tables. They have a Butterfly Garden which is maintained by Master Gardener volunteers, and they have several bird feeders; they have "totables" to take in and out as needed; they have several cedar vegetable garden planters and two compost bins. The program has had to remove ash trees due to emerald ash borer disease but have planted a new tree. The program used the wood from the removed trees to create new "tree cookies" and stump seats. The outdoor area has a large shade shelter. Staff members receive ongoing training on the Nature Explorer program.

The center is documenting the children's growth through Nature Explore experiences as part of their United Way growth tracking.

The program continued their "mini Ragbrai" week with crafts, games, map making, poster creating for the neighborhood, bike safety presentation, food stations, picnic and much more. They have made this an annual celebration.

The program collaborates with Head Start to provide wraparound services to identified children who attend the voluntary preschool program at North Cedar Elementary School in the afternoon. North Cedar Elementary is located across the street from the center. The center partners with Central Rivers AEA to provide the children with hearing screenings and the Lion's Club provides vision screenings. Child Care Resource and Referral (CCR&R) also provides support. The center is starting a new program where they will save two spots in the center for children who have been removed from their homes and placed in foster care. One spot for a three-year-old spot and one four or five-year-old spot will be available for them.

There is a telephone in the kitchen and emergency phone numbers were posted. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits throughout the center. Daily schedules were posted in all the rooms. Current lesson plans were not available for review in the rooms. Staff members should maintain weekly lesson plans and have them available. Old lesson plans were available to review.

I reviewed documentation of monthly fire and tornado drills. The program also practices quarterly lockdown drills. I reviewed documentation of monthly playground inspections. The radon test was completed in September 2022 and is good for two years. Results were within EPA guidelines. The program does have a radon mitigation system. Young Plumbing and Heating conducted an annual inspection. The building is completely electric. A carbon monoxide detector was present in each room. Outlets were protected. The fire marshal inspection occurred on 03/30/23.

The program is using the Brightwheel app to complete daily sheets for the children under two and to communicate with all families.

The program participates in the Child and Adult Care Food Program (CACFP). The center provides the children with breakfast, lunch and a morning and afternoon snack. Kris McGaffee is the cook. She prepares a new menu each week. Menus were posted. Children three-years-old and older eat in the multi-purpose room. The younger children eat in their rooms. The teachers serve the children their food. All dishes are washed in an industrial dishwasher. Most food items were

stored according to NHSPS guidelines. There were some cereals that were not stored correctly. Once a food item is opened it must be stored in a sealed plastic, metal or glass container. The program has a large industrial refrigerator and an industrial freezer. Thermometers were present.

The center uses bleach and water to sanitize the food tables and disinfect the changing tables.

The parent information is located on a bulletin board inside the entry way at the entrance of the center. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

Staff and children files were reviewed at the time of the licensing visit. I reviewed ten children files. They were in great condition.

I reviewed two staff files. One staff member had an outdated fingerprint result and one staff member had a current physical, but it is invalid because it is not on the mandated DHH employee physical form.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

Staff members had great teamwork with one another. They have a good routine and provide the children with clear and easy to understand directions. Staff members were on the floor reading to the children and interacting at the children's level. Staff members offered the children choices and were patient. They used PBIS tactics to redirect children. They provided good handwashing reminders. Staff members used play to teach the children about colors and to count. They provided the children with praise and encouraged them to use their imaginations. Staff members greeted the parents and children as they arrived for the day. It was obvious the children enjoyed their time at the center.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Scholarship for the Jump Start training program as a cohort of ten learning new skills for seeking donations to diversify their funding.

The center acquired a new security system.

The center is starting a new program where they will save two spots in the center for children who have been removed from their homes and placed in foster care. One spot for a three-year-old spot and one four or five-year-old spot will be available for them.

Received a $2,000 Teen Trust grant to support the development of a mentorship program for new childcare programs by Ms. Clancy and Ms. Jacoby and the on-line and in print development of their Procedures Book template with a wide variety of resources (examples of Board, volunteers, services, collaborative agencies, yearly overview of programming plan).

Supported the concept of staff's children receive CCA funding and did this for their staff until it was enacted by the state.

Broadened staff diversity-Caucasian, Black, Latino; male and female; ages 18-74.

Staff members completed Passport training and the center continues to support staff training beyond DHH and CACFP requirements.

Educated staff regarding critical intruder safety training with Dennis O'Neill from the Cedar Falls Police Department, which lead to new lockdown procedures. The program developed an extensive new safety plan.

Provided extended supports for staff members requiring transitional help (Food Bank, housing information, community employment options for other family members, etc.). The center continues to seek and add additional perks for staff members to demonstrate administrative and Board respect and appreciation for the staff members. The center offered Dupaco financial planning information for staff members.

The center has maintained strong, well-trained, consistent, compassionate staff. This is important to the children's social/emotional well-being. They hired a new cook who is doing extremely well.

The program continues to provide car-seat safety checks and car-seats as needed through Family and Children's Council.

The center had 86 volunteers provide 2,325 service hours.

The center evaluated the current "waiting list" and the bookkeeper created a spreadsheet to better track opportunities. The waiting list is temporarily on hold. They have streamlined an updated bookkeeping system.

The center has initiated a new Strategic Plan process for 2023-2025. with Heidi Schlueter from First Children's Finance. The center has completed a majority of their plan already.

Collaborated with Waterloo Schools and Waterloo Career Center to have senior interns provide 100 hours service toward their CDA and high school graduation and possible employment opportunities.

Continued WAGES program and retention funds (available until September) to support staff wage increases. Four staff members are on WAGES and they are adding one more. The center is also continuing the TEACH program option for staff and two are planning to enroll in 2023.

The center is supported by an active, engaged Board that share their insights and talents well beyond Board meetings, offering staff training, legal advice, financial advice, educational advice, community connections and programs for the children. They secured commitment from another former Board member to share her financial expertise in the fall. They also engaged a new Board member, who is a parent and business representative.

The center has maintained strong collaborative relationships with the grant foundations who graciously and generously provide a portion of their funding.

Have a Quality Rating System (QRS) level of 4 that expires on 02/28/24. They have progressed strongly with their IQ4K application.

The center purchased a new laptop computer for staff members to track children's developmental data, CACFP information for the cook, etc.

The center replaced the tile room and the kitchen deteriorating flooring. They built a half wall with a half door in the entryway to the youngest children's classrooms. They are going to add new windows to the front of the building for better ventilation. They are going to paint the outside of the building. The center uses a new cleaning service for "commercial type cleaning jobs", such as deep cleaning the kitchen or other odd jobs.

Supported the North Cedar Neighborhood Association (NCNA) with neighborhood clean-up.

The center has maintained and expanded their Procedures Book.

The center continued their annual Fourth of July neighborhood parade and end of summer carnival celebration.

Extensive communication with families; phone calls, emails, Facebook, a website, family tours, orientation letter, family activities, pictures of children involved in activities in the entrance and they use an app called "Brightwheel" to communicate with families. The center has updated their website and brochure.

The center serves multi-cultural, multi-ability levels. The program has provided services for multiple generations of families. The center is an ongoing family source as a preschool, childcare, and community resource and referral.

The center is fortunate to have multiple community collaborations and support for services. These include screenings, volunteers, CCR&R, DHS, Central Rivers AEA, United Way, Cedar Valley Promise and First Children's Finance. They also have extensive volunteer collaborations, including John Deere, the childcare board, families, local churches, UNI students, Ladies Amvets and John Deere Women's R.E.A.C.H group. The center collaborated with Western Home to begin volunteer visits from the residents.

The center has reinstated the internship program with the UNI social work department after the Covid break. They had their first male intern who proceeded to stay on as a staff member while attending grad school. They enhanced their internship training with new opportunities linked with other non-profit agencies (DHH, CCR&R, Family and Children's Council, Black Hawk Grundy Mental Health, etc.).

The center continued their summer scholarship program for eligible school age (ages six through ten) children through a long term grant.

The center has annual free hearing and vision screenings. This allows them to identify children who require further evaluation for corrective measures to ensure success in school. The program has requested additional evaluations for speech anomalies from AEA.

The center collaborates with the Family and Children's Council to provide the "Stewards of Children" program facilitating personal safety for young children.

The center purchased an AED through a generous donation as an additional health and safety measure.

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

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 result.

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: 1
One staff member had a current physical, but it is invalid because it is not on the mandated DHH employee physical form.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.

V. SPECIAL NOTES/RECOMMENDATIONS:

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

The centers goals include:
Continue to strive for a "best practice" quality program and seeking, expanding and enhancing opportunities (example: staff training, Board training, new resources for referrals).

Maintain and increase strong community collaborations through agencies, funders and volunteers.
Continue to build volunteer engagement numbers and engage their skills and expertise.
Continue the pursuit and development of financial resources-donations, grant proposals, etc.
Maintain and excellent, engaging indoor/outdoor learning environment where children are nourished, educated and nurtured.

*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.