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

Name of Center: Orchard Hill Church Preschool **Enrollment:** 59 **License ID No. (Reapplications)** 22892

Street: 3900 Orchard Hill Dr **City:** Cedar Falls Iowa **Zip** 50613 **County:** Black Hawk

Mailing Address: 3900 Orchard Hill Dr, Cedar Falls, IA, 50613

Director's Name: Christie Roberts **Phone Number:** 319-277-0564

On-Site Supervisor(s): Christie Roberts **E-Mail:** croberts@orchardhillchurch.org

Date(s) of Visit: 10-19-2023

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

LICENSING VISITS

New Application **Re-Application** X **NA**

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

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

Date Inspected: 02-03-2021

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: 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	0	0	71	0	71
Summer					0

QRS Rating: 3

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 11-01-2022 to 11-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 10-27-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 10/19/23 I made an unannounced off year licensing visit to Orchard Hill Preschool in Cedar Falls. I met with Christie Roberts, the director and a lead teacher. She started with the program in July 2014 and she has a BA in Early Childhood Education. The program employs five preschool teachers and seven childcare staff members.

The Orchard Hill Church Preschool opened in September 2008. The preschool is a mission of the Orchard Hill Church. The mission is helping children grow in a nurturing environment that promotes a life-long relationship with Jesus. The preschool operates out of two classrooms in the educational wing. The four and five-year-old program is Monday through Friday morning from 8:45 am until 12:15 pm or Monday through Friday afternoon from 12:20-3:45 pm. The program is part of the voluntary statewide preschool program. They are partnering with the Cedar Falls School District. Ms. Roberts is the lead teacher for the morning class and Ashley DeGeeter is the lead teacher for the afternoon class. The three and four-year-old program has the option of meeting Monday and Wednesday or Tuesday and Thursday morning from 8:45 am until 12:15 pm. The program also started a childcare classroom for the enrolled preschool children this year. The childcare program operates Monday through Friday 7:30 am until 5:00pm. There are 59 children enrolled.

An inspection of each classroom was completed. Windows provide natural lighting. The preschool 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. There is an area for circle time. Each room also had several pictures of the children and their families. The childcare room is decorated with the children's art projects.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, listening, writing, math, science/discovery, playdough, sensory table, woodworking, and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level so they were easily accessible to the children.

Ms. Roberts and Ashley DeGeeter are the lead teachers for the four and five-year-old class. Angela Dunkerton is the assistant for Ms. Roberts. The afternoon class only has ten children and does not require an assistant. Dena Blough is the lead teacher for the three and four-year-old class and Cindy Anderson is her assistant.

Each preschool room and the childcare room have two bathrooms with one sink and one toilet. There is also a child-sized sink and an adult-sized sink in the preschool classrooms. The childcare room has two adult sinks and one child sink. Handwashing procedures were posted in most locations. They must be placed in Ms. Blough's room in the bathroom with the full door.

The curriculum is well balanced and incorporates Creative Curriculum and Handwriting Without Tears. The four and five-year-old class uses the ABC Sing-Along Flip Chart to teach letters. The three and four-year-old class uses Alphatales for letters. Play and Worship Curriculum is used occasionally for the Christian aspect of the program. The program focuses on a new Bible verse each week. Additionally, they focus on colors and shapes. They also learn a new number and letter each

week. Each teacher prepares their own lesson plans and they were available for review. Ms. Roberts and Ms. DeGeeter completes GOLD assessments on the children and the preschool follows the Iowa QPPS standards. The preschool classes have parent/teacher conferences once each semester.

The childcare room had an outdated lesson plan. Ms. Roberts states she had been doing the lesson plans and recently handed the responsibility to the childcare teachers. Childcare staff members should develop lesson plans each week.

There were emergency numbers posted in the classrooms and staff members have cell phones. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits in the preschool rooms. In the childcare room the evacuation diagrams must be posted by all three exits out of the classroom. They were only posted by one. A daily schedule was posted for preschool and childcare.

The program uses the Class Dojo app to communicate between parents and teachers.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections.

A radon test was completed in August 2023for the childcare room and is good for two years. Results were within EPA guidelines. The radon test for the preschool rooms was completed in October 2021 and is due now. The results were within EPA guidelines.

The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was in each preschool room near the entrance. Outlets were protected. The fire marshal inspection occurred on 02/03/21. The childcare room was approved by the fire marshal prior to use.

The program is not on the Child and Adult Care Food Program (CACFP) but follows the guidelines. The preschool parents provide snacks at the beginning of each month and then the preschool chooses and serves the snack to the children. The parents also have the option of paying ten dollars each month in place of bringing snacks and then the preschool purchases the snack. Snacks are documented on a calendar for each preschool class. Snacks were observed to be stored according to NHSPS guidelines. There is a refrigerator in both rooms. Thermometers were present. Snack menus and allergies were posted. Disposable products are used so dishwashing is not necessary.

For the childcare program the center provides breakfast, lunch and a morning and afternoon snack. The center receives lunch from Trio Community Meals. It is delivered to the program and kept in a warmer in the childcare room. Parents also have the option of bringing a lunch from home. Family style is not used. Disposable products are used so dishwashing is not necessary. The childcare teachers are not documenting snacks served every day. There were several days with no documentation. This must occur.

Currently, the program is serving breakfast at 7:30, morning snack at 10:30 am, lunch at 12:00 pm and afternoon snack at 3:00 pm. Licensing standards mandate that there be at least two hours between eating and no more than three hours. You will have to adjust the time between the morning snack and lunch so there is at least two hours. There is a refrigerator in the storage room next to the office. A thermometer was present. Food items were stored according to NHSPS guidelines.

The center uses bleach and water to sanitize the food tables. Bleach bottles were clearly labeled.

The childcare room uses mats to nap. The mats are stored so they are touching one another and they are only sanitized once each week. Mats must be sanitized everyday if they touch one another or they must be stored so they do not touch if they are only sanitized once each week. Bedding must also be stored so that the bedding of one child does not touch the bedding of another child.

The parent information is located on a bulletin board outside of the preschool rooms. 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.

There is an outdoor play area for the children at the church. The area is fenced in. There is climbing equipment with a slide. There is a tunnel in the area, two rocking toys, a balance beam and two benches. Rubber mulch is used for surface cushioning. Trees provide shade. The preschool also has the use of the church gym for large motor activity when they are unable to go outside.

Staff members were observed to have terrific teamwork. They moved around the rooms to interact with all the children and they interacted at the child's level. They maintained positive conversation and provided the children with praise. They encouraged the children to use their imaginations. They provided clear and easy to understand directions. They were enthusiastic and made activities fun for the children. Positive redirection was used when necessary. Staff members offered choices and included all the children in circle time. The children appeared to enjoy their time at the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Roberts states they provide a calm and nurturing environment where children are cared for.

Ms. Roberts states they have great teamwork between staff members.

Ms. Roberts states they partner with the Cedar Falls school district to provide the voluntary statewide four-year-old preschool program. They offer a morning and afternoon class.

Ms. Roberts states they have added a childcare component to their program. Children enrolled in the preschool classes can also receive childcare.

The classrooms are spacious and decorated with the children's art projects and pictures of their families. They are inviting and provide a safe learning environment. The rooms are also decorated for the current season and for Halloween.

Ms. Roberts states they fully prepare the children for kindergarten.

Ms. Roberts states that staff members build strong relationships with the families they serve. Making families and children feel welcome is important to the staff members.

The program has good staff longevity. Staff members prepare monthly newsletters for the families. Staff members have great teamwork.

The preschool program is Christian based.

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.
In the childcare room the evacuation diagrams must be posted by all three exits out of the classroom. They were only posted by one.

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.
The childcare room uses mats to nap. The mats are stored so they are touching one another and they are only sanitized once each week. Mats must be sanitized everyday if they touch one another or they must be stored so they do not touch if they are only sanitized once each week. Bedding must also be stored so that the bedding of one child does not touch the bedding of another child.

109.15(1): Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines.Staff shall provide supervision at table during snacks and meals.Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep.
Currently, the program is serving breakfast at 7:30, morning snack at 10:30 am, lunch at 12:00 pm and afternoon snack at 3:00 pm. Licensing standards mandate that there be at least two hours between eating and no more than three hours. You will have to adjust the time between the morning snack and lunch so there is at least two hours.

V. SPECIAL NOTES/RECOMMENDATIONS:

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

An administrative change is being made to change the license type to childcare. The hours will be increased to 7:30 am until 5:00 pm. The childcare room is 8564 square feet and will have a capacity of 24 children. The total capacity will

increase to 71 children.

*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.