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

Name of Center: Hand In Hand **Enrollment:** 71 **License ID No. (Reapplications)** 19482

Street: 3860 Middle Rd **City:** Bettendorf Iowa **Zip** 52722 **County:** Scott

Mailing Address: 3860 Middle Rd, Bettendorf, IA, 52722

Director's Name: Kayla Hartz **Phone Number:** 563-332-8010

On-Site Supervisor(s): **E-Mail:** kayla@handinhandqc.org

Date(s) of Visit: 05-24-2023

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** **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: 11-16-2022

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	15	14	21	61	111
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2023 to 08-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 05-26-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was completed at this center on 5/24/23. The center director Kayla Hartz was present on the day of the visit along with other staff. Kayla is a qualified director and has worked at the center for several years. This center is a non-profit center governed by a board of directors. Angela Kendall is the CEO for the board, and she was also present for a portion of the visit. The center operates out of the main level and a large portion of the lower level of the building. The property is owned by the center. A respite program through the HCBS Waiver program is also located on site, and administered by the Hand In Hand agency, for children and adults age Kindergarten through 18. This space is included in the program's license capacity. The school-age child care children are integrated with the respite children. Care for school age children is provided after school and on non-school days. The center participates in the Iowa Voluntary Preschool Grant program.

The center consists of the following program rooms on the main floor: School age/art room (school age), Maple Room (three/four years, formerly the castle room), Truffula Room (18 months through two years), Pine Room (four/five years), and Dragon Room (six weeks to 18 months). The lower level now includes one large room (Groot Room) that is licensed space for school age child care. The room is also used by children age three and older for a break out space when not in use by the school age children. Hand washing sinks are located within each program room on the main floor. All but the art room on the main floor include adjacent restroom areas. There is also a hallway restroom area. The Maple, Truffula, and Dragon rooms include a diapering station within the program room. The Pine Room includes a diaper station that is inside the restroom area. The lower level includes two restroom areas each with a toilet and a hand washing sink. One of the restroom areas is adjacent to the program room. All program space was observed.

The center serves breakfast (only to non-school age portion of program), morning snack, lunch, and afternoon snack. The center participates in the CACFP. Breakfast and snacks are prepared on site in the center's kitchen. Lunch is now catered to the center from a local grocery store. School age children are required to bring their own lunch from home. The kitchen area is organized.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This center is unique in its philosophy and population served. Because of the history and development of this center there is a strong identification with serving children with special needs, although the program rooms are integrated. The center works closely with the AEA. The building has been remodeled recently. Program rooms continue to be spacious and bright with windows. Rooms are generally organized with plenty of accessible materials to support program needs. Many of the furnishings are new to go along with the remodel. The center's outdoor play area for the non infant children has been designed as an outdoor classroom environment. The center is currently at four star QRS through 11/2023. The center director states that the center is the only center in the area that is having all staff complete the PBIS training. Staff were observed to be engaged with the children in activities throughout the center. Required licensing documentation was found to be organized in the licensing binder.

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

STAFF FILES:
109.6(6)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.
1. _1_ staff file reviewed Iowa record check was due 5/2021 and not completed until 5/2022.

109.9(1)a: All files contain statement signed by staff indicating whether they have a criminal conviction or founded child/dependent adult abuse.
1. _1_ staff file reviewed did not have this required document.

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.
1. _1_ staff file reviewed did not have the physical completed pre-employment as required.
2. _1_ staff file reviewed physical expired 7/2022.

***Improvement is needed in the organization and compliance of staff files. This has been noted and cited previously. Please use the HHS recommended tab system to organize all files. This has been sent by email to the center director.

CHILD FILES:
109.9(2): All files are updated at least annually and when a change occurs.
1._2_ child files reviewed did not have evidence of the annual update as required.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
1. Number invalid: 3

109.10(1)a: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
1. _3_ child files reviewed did not have the current physical.

109.10(3): Medications.
1. Expired epi pen present.
2. Over the counter medication not labeled with the child's name as required.
3. Prescription medication without the original pharmacy label as required.

109.12(5)b: Diapering, sanitation, and handwashing procedures posted and implemented in central diapering area.
1. Review diaper changing procedures as they are posted with staff. Procedures shall be followed any time the diaper station is used. Staff observed not to follow procedures and did not clean and disinfect the diaper station after using it in the maple room.

V. SPECIAL NOTES/RECOMMENDATIONS:

Fuel burning appliances inspections received 6/16/23. Report can be completed.

1. Ensure emergency medications provided match what is indicated on the emergency action plan.
2. Ensure dishes are allowed to air dry on a hard sanitary surface and not set on towel(s).
3. Emergency plan posting needs to be moved immediate to the door in the truffula room.
4. Ensure current (dated) activity/lesson plans are posted for all rooms.
5. Move hand washing procedure posting to the sink in the maple restroom area.

This center will continue with a full license. The center is directed to correct the items cited and the items noted above in this section of the report and to submit a written summary to the licensing consultant as to how and when those corrections are/will be completed. The written summary shall be submitted within 30 days of receipt of this evaluation. Thank you.

*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.