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

Name of Center: Little Hawks Childcare Center **Enrollment:** 61 **License ID No. (Reapplications)** 51706

Street: 753 Main ST **City:** Manilla Iowa **Zip** 51454 **County:** Crawford

Mailing Address: PO Box 187, Manilla, IA, 51454

Director's Name: Maddie Garry **Phone Number:** 712-654-5500

On-Site Supervisor(s): **E-Mail:** littlehawkschildcarecenter@gmail.com

Date(s) of Visit: 09-07-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 01-12-2022

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

Date Inspected: 01-05-2022

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 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	20	20	40	40	120
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2022 to 02-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 10-03-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year licensing visit was made to Little Hawks Childcare Center on 9-7-2023. This is a new center located in a building that was previously a school. The building was renovated for the child care center. The child care center opened on 2-28-2022 and provides full time and drop in child care services to infant age to school age children. The hours of operation are 6:00 am to 6:00 pm.
Maddie Garry became the director in June 2022. I met with the previous director, Maddie Garry during my licensing visit on 9-7-2023.
There are 61children enrolled.

Observation of rooms:
The center is using six program rooms and the lunch room/storage room. The infant room had seven children and two staff present, the children were playing. The staff had excellent interactions with the children, they were nurturing and attentive to the needs of the children. The one year old room had seven children and two staff present. The children were taking a nap.
The two year old room had nine children and two staff, the children were taking a nap. The three year old room had ten children with one staff, the children were taking a nap. The room was a little too dark, staff must have direct observation of all children at all times. Staff must be able to see that the children are breathing. Children's hands must be washed after diaper changing, you can't use a diaper wipe in place of hand washing. The school age children were in school at the time of my visit. Preschool programming is provided at the schools on Monday, Tuesday, Thursday and Fridays, the preschool age children come to the center after the preschool program each day and full days on Wednesdays. The daily sheets looked good, they are on the child care app Procare and provides excellent communication between the staff and parents.
Lesson plans/activities are needed. please make sure each program room has detailed lesson plans/activities with meaningful content. Maddie said she has been preparing the lesson plans. The rooms had a fun variety of age and developmentally appropriate toys and equipment.

Nutrition:
Company Kitchen (formerly Treat America) provides breakfast, lunch and snacks each day. Monthly menus are posted. The center is in the process of applying to be on the federal food program.

Health and safety:
The sanitizing and disinfecting procedures need corrected - the bleach/water isn't being mixed correctly. You need to follow the three step bottle procedure for each 1. Soap/water for cleaning, 2. water for rinsing and 3. Your EPA approved product for sanitizing and disinfecting. Bleach/water is used for sanitizing, make sure you are following the mixing instructions according to your specific bottle of bleach and it needs to be mixed daily.
Monthly fire/tornado drills - the fire drills weren't done in 2022 and none had been done in 2023. Two tornado drills were completed in 2022 and in 2023 one was done in March and one was done in June. You must complete and document fire and tornado drills every month.
Radon testing is needed in each program room and is required within the first year of licensing. Radon scores must be below 4.0 pCi/L.

Playground:
The playground was completed at the end of August 2023. There are two areas, one side is for toddlers and the other side is for the older children three years to twelve years, this area has a playground structure. The surfacing is the poured in place surfacing.
Please begin using completing the monthly playground inspection.

Transportation:
The center doesn't provide daily transportation services.
The elementary schools provide school bus service from Manning and Irwin Iowa.

Administrative records:
Maddie hasn't been trained on her duties of being the director. She is unaware of licensing rules. Maddie stated she is in the classrooms a lot and is unable to complete administrative duties. Maddie could benefit from a referral to Child Care Resource and Referral to work on a variety of topics i.e. licensing rules, child files, lesson plans/activities, administrative duties. The board needs to take a more active role in training Maddie. It is vital that Maddie reads the Care Centers and Preschools Licensing Standards and Procedures handbook and become knowledgeable of the rules and expectations. Maddie is hoping an assistant is hired to help her with administrative duties. They are trying to hire more staff. Maddie reported that Bailey Hill from Child Care Resource and Referral has come to the center every couple months.
Staff files were read and were incomplete. Record checks weren't being done correctly, one criminal record check didn't show the date, the finger printing wasn't being done for the national record checks. Maddie was confused on the record check procedure. Please review your record check directions and make sure all record checks are being completed correctly.

Child files were read and were incomplete. Child files needs emergency contact information for the dentist, some need a current physical. Registration information needs to be updated annually or sooner if a change occurs. The school age children can complete the annual statement of health signed by the parent rather than having a physical each year - but your centers administration can decide what you want to do.
Make sure you have the Child Care Centers and Preschools Licensing Standards and Procedures - this has all of the regulations. The director/on-site need to be knowledgeable of the DHS rules.
Maddie stated that staff meeting were being held monthly but now they are every season - every three months. She sends staff weekly reminders.
I would recommend monthly staff meetings.
You need the consultant posting on your parent board.
The board applies for grants.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Little Hawks Childcare Center is a wonderful resource for the community.
The staff were attentive to the needs of the children and had excellent interactions with them.
Maddie is very positive and enthusiastic about the center. Maddie is motivated to make the noncompliance corrections and she is wanting to work with Child Care Resource and Referral on licensing topics.

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

REPEAT VIOLATION - 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.
Record checks weren't being done correctly, one criminal record check didn't show the date, the finger printing wasn't being done for the national record checks. Maddie was confused on the record check procedure. Please review your record check directions and make sure all record checks are being completed correctly.

REPEAT VIOLATION - 109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center’s care.
Child files needs emergency contact information for the dentist.
109.9(2): All files are updated at least annually and when a change occurs.
Registration information needs to be updated annually or sooner if a change occurs.

REPEAT VIOLATION - 109.10(8): Children’s hand washing: Center shall ensure staff assist children in personal hygiene. For each infant or child with a disability, a separate cloth for washing and one for rinsing may be used in place of running water. Children’s hands shall be washed:Immediately before eating or participating in food service activity.After using the restroom or being diapered.After handling animals.
Children's hands must be washed after diaper changing, you can't use a diaper wipe in place of hand washing.

REPEAT VIOLATION - 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.
Monthly fire/tornado drills - the fire drills weren't done in 2022 and none had been done in 2023. Two tornado drills were completed in 2022 and in 2023 one was done in March and one was done in June. You must complete and document fire and tornado drills every month.

REPEAT VIOLATION - 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 sanitizing and disinfecting procedures need corrected - the bleach/water isn't being mixed correctly. You need to follow the three step bottle procedure for each 1. Soap/water for cleaning, 2. water for rinsing and 3. Your EPA approved product for sanitizing and disinfecting. Bleach/water is used for sanitizing, make sure you are following the mixing instructions according to your specific bottle of bleach and it needs to be mixed daily.

109.11(7)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.
Radon testing is needed in each program room and is required within the first year of licensing. Radon scores must be below 4.0 pCi/L.

REPEAT VIOLATION - 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.
Lesson plans/activities are needed. please make sure each program room has detailed lesson plans/activities with meaningful content. Maddie said she has been preparing the lesson plans.

109.12(4): Sufficient toilet articles are provided for handwashing.Sufficient and safe indoor play equipment, materials, and furniture that conforms with CPSC or ASTM.Play equipment, materials, and furniture meet the developmental, activity, and special needs of the children.Room’s arrangement does not obstruct the direct observation of children.Individual covered mats, beds, or cots, and appropriate bedding is provided for all children who nap.Procedures are developed and implemented to maintain equipment and materials in a sanitary manner.Sufficient spacing is maintained between equipment to reduce transmission of disease and allow ease of movement by children and staff to respond to activities and care needs.Sanitary procedures are followed for use and storage of personal hygiene articles.
Additional concerns: During nap time a room was too dark, staff must have direct observation of all children. You must be able to see they are breathing.

It is concerning that there are a significant number of repeat violations. Please send me an email by Friday October 27, 2023 and let me know how the items listed above have been corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 2-1-2022 to 2-1-2024.
Off year licensing visit 9-7-2023.
It is concerning that there are a significant number of repeat violations. Please send me an email by Friday October 27, 2023 and let me know how the noncompliance items listed above have been corrected.

A referral to Child Care Resource and Referral will be made for consultation and training on a variety of topics i.e. licensing rules, child files, lesson plans/activities, record checks, administrative duties, sanitizing and disinfecting, hand washing, etc.

*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.