

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

Name of Center: Williamsburg Schools Staff Childcare Center **Enrollment:** 13 **License ID No. (Reapplications)** 52089

Street: 200 Jones Dr **City:** Williamsburg Iowa **Zip** 52361 **County:** Iowa

Mailing Address: PO Box 120, Williamsburg, IA, 52361

Director's Name: Sara VeVerka **Phone Number:** 319-668-1059

On-Site Supervisor(s): Natasha Menson **E-Mail:** sarapetrzelka@williamsburg.k12.ia.us

Date(s) of Visit: 04-28-2025

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:** 07-31-2025

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

Date Inspected: 01-13-2023

Comments : conducted by SFM Kabala, due every three years

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

Financial Type: Profit Non-Profit X NA

Accreditation: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age School-Age
 Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>
Sunday			
Monday		7:30 AM to 5:00 PM	
Tuesday		7:30 AM to 5:00 PM	
Wednesday		7:30 AM to 5:00 PM	
Thursday		7:30 AM to 5:00 PM	
Friday		7:30 AM to 5:00 PM	
Saturday			

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	8	8	12		28
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 08-01-2025 to 08-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Jill Seibert

Date: 08-18-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Williamsburg Schools Staff Childcare Center is located in Williamsburg on the Williamsburg High School campus. The program is owned and operated by Williamsburg District. It consists of classrooms, a kitchen, a dining area and a restroom in a newly remodeled residential home designed specially for childcare.

On 4/28/25 I made an unannounced licensing visit and met with Director VeVerka and staff. The program opened in August 2023. The center Director of this program is Sara VeVerka. Director Veverka exceeds 100 points required to be Director. She holds a BA from William Penn University and was a Special Education teacher for the School District for 3 years. Prior to that she was in physical education and health at the school. Natasha Menson is on site supervisor (2024).

The main entrance doors are locked and anyone visiting must be allowed in.

Program Observations:

The classrooms are bright, clean, and attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The curriculum is Creative Curriculum. Interest centers available to the children include: blocks, dramatic play, children's literature, toys and games, puzzles and small manipulatives, music and movement, art, science and discovery, sensory tables.

A parent board is present in the dining room. Books, hard surface toys, and creative dramatics are present in both rooms. Materials were organized and child accessible. The center appears to have an adequate amount of equipment for the children including toys and games, activities that appear to be of high quality.

Center Nutrition Practices Observed:

The program practices family style dining in a dining room. The program is not participating in the CACFP program at this time. Menus are posted. Food was stored appropriately in the refrigerator and freezer. Thermometers were present. No food was expired. All open food was stored in sealed bags or containers. All food items being served should meet CACFP guidelines.

Sanitizers and disinfectants are being utilized that have been staffed with CCNC Lauderman or Merrill.

If any child in the program has food allergies, an allergy action plan must be present. Iowa Department of Public Health Child Care Nurse Consultant can assist the center in developing a plan if need arise. The plan should be signed by the parent and a physician. The plan should be posted so staff can reference the plan in the event of an emergency.

Center Health and Safety:

Prescription and non-prescription medication procedures at the center are in accordance with licensing regulations, physician directions, and parental consent. A School Nurse is available 5 days a week on campus. Currently no children in the program are on medication.

Regulations regarding storage and maintenance of a first aid kit were reviewed. The labeled First Aid Kits were accessible to adults only. All items included from the latest list issued are in the kit. An ill/injured area will be designated.

Regulations regarding environmental testing and the maintenance of any necessary detection equipment were reviewed. A new carbon monoxide detector was purchased in 2023 and present. In case it should become unplugged, an alarm is sounded. Radon testing is mandatory. Updated testing is due every five years. The recorded level is below 4 pCiL. The Fuel Burning Appliance Inspection is due annually and conducted annually by the Division of Labor Services. The School/childcare are on Rural Water, so water testing is not required. A visual Lead Paint assessment is not required since the building was constructed after 1971. The windows are fairly new and can be opened. Ventilation was not an issue the days of the visits.

General regulations regarding safety were reviewed. There may have volunteers in the future. Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:

- a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
(2) A communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children.
- b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B
(2) Complete Form 470-0643, Request for Child Abuse Information.
(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitutes responsibilities as a mandatory reporter.

We discussed space requirements which are 35 square feet of usable floor space per child. Cabinetry is secured so it is not a potential toppling hazard.

Regulations regarding emergency plans and drills for fire and tornado were reviewed. Drills will be recorded monthly and documentation available for review. Sanitation policies and procedures were discussed. Food waste containers were covered.

The program should annually review IDPH recommendations for sanitizing and disinfecting. The program is using an approved disinfectant in the toileting areas vs. a sanitizer for food surfaces.

Regulations regarding staff and child hand washing were reviewed and hand washing posters and adequate supplies noted. Cribs and cots are spaced at least 2 feet apart when children are sleeping.

Center Playground:

The program utilizes an attached play area with a chain link fence. No commercial equipment is present. We discussed commercial equipment vs. household equipment. The designated outdoor play area is out a side door of the building. The local CCNC may conduct an Injury Prevention Checklist upon request.

All outdoor toys should be inspected and toys discarded or repaired if cracked, chipped or missing pedals, handlebars or other issues that could cause injury. Playground inspections are conducted monthly. The Child Care Weather Watch is utilized if outdoor play is questionable due to varying weather conditions. This was sent to the Director on 8/21/23 by Child Care Bureau Chief Todd Savage.

The First Aid Kit and emergency contacts are taken out each time the children go for walks or utilize the outdoor play area. Outdoor space requirements are 75 square feet per child. This should be followed when children are playing indoors for gross motor activities.

Center Transportation Arrangements/Field Trips:

The school will provide transportation for the children for field trip purposes in the future if the center so chooses. At this time the program will take walking field trips only. Parents sign field trip authorizations when children are enrolled in the program. First Aid kits and emergency contact information, as well as a CPR certified staff are present on walking field trips. Emergency medication and emergency contacts will be taken. Ratio for field trips will be followed. Walking trips around campus are not considered an actual field trip.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavior Interventions and Supports which establishes a separate behavior intervention plan for each child depending on the level of the child's social skills. Interventions include verbal reminders of appropriate behavior, direct instruction in problem solving skills, redirection, planned ignoring, positive reinforcement of appropriate behavior, and short time out periods of age appropriate length.

Incident reports will be kept on file. Staff and child records are somewhat complete and well organized. All children have current immunizations and physicals. The children are not allowed to participate in the program without either one. Also reviewed were current emergency contact/pick up authorization information as well as current medical and dental provider information.

Staff files were reviewed. Physicals and criminal background checks are up to date. No staff in the program are under 18 years of age.

Required written policies are provided to parents in the form of a parent handbook. Evacuation of immobile children is in the handbook in the Emergency Preparedness Plan. The handbook also contains a biting policy, limited access policies and unlimited access policies. An Emergency Preparedness Plan for the building has been developed. It is recommended that the center build an emergency preparedness kit in case of emergency. The program has a specific Emergency Preparedness Plan and will train on it annually. They agreed to sign and date acknowledgement of such.

Required postings were present including Mandatory Reporter information, No Smoking signage and the DHS License. The program is aware that communicable disease postings must be present when required. The Child Care Consultant posting was present.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ratio is excellent.

The program meets a childcare need in the community.

The program is convenient for parents who have younger children that work in the school system.

The program consulted with Child Care Resource & Referral prior to opening. This is evident in the low number of violations

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

1. 109.8(2): Ratio maintained in center as required: a. Combinations of age groupings for children four years of age and older may be allowed and may have staff ratio determined on the age of the majority of the children in the group.
b. Combinations of age groupings for children three, four, and five years of age may be allowed with a ratio of one staff member to every 12 children.
c. Children between 18 months and three years of age may be combined, if appropriate to the developmental needs of the child. If a child under two years of age is in a combined age group, the staff ratio of one to seven will be maintained. Otherwise, staff ratio may be determined by the age of the majority of the children in the group. Capacity and ratio must be followed in each room. A teacher must be in the room with the children. A teacher cannot supervise children in two different "rooms" even though the arrangement of all rooms is open. This is now corrected. Rooms were switched around to ensure capacity and ratio are followed at all times.

2. 109.11(4)a: Center must have safe outdoor program area adjacent to the center, with sufficient square footage to accommodate at least 30 percent of the enrollment capacity at any one time at 75 square feet per child. Outdoor space must: Be free from litter and unsafe materials and free from contamination by the drainage or ponding of sewage or storm water. Include safe play equipment and an area of shade. Include fencing to protect from bodies of water or vehicular traffic. Climbing equipment must have fall surfacing beneath it. CORRECTED as of 8/1/25. This was discussed last year. The back yard should be tiled so the yard drains and doesn't pool water.

3. 109. Fire and tornado drills must be practiced and documented once a month. Tornado and fire drills and corresponding documentation are now current. CORRECTED

V. SPECIAL NOTES/RECOMMENDATIONS:

The center is aware they may access Iowa Department of Public Health Child Care Nurse Consultant Mandi Lauderman and Child Care Resource & Referral Consultant Malia Love on a consistent basis.

HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website for more information. <http://idph.iowa.gov/hcci/consultants> CCNC Lauderman visited the sister center in March conducting a safe sleep training and medication administration training and this center in May 2023 and conducted a hand washing training. Many staff from both sites were at the trainings offered in each building. They have a visit planned for later this year. CCNC Lauderman made a visit to the center prior to opening and has emailed the program providing information regarding handbooks, etc.. I did visit earlier this year, May 2, 2024 because I was able to work with ECI and get them some outdoor playground equipment. I have also provided consultation via email a few different times. I know the director had a baby as was off for a few weeks.

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the DHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website for more information: <http://www.iowaccrr.org> Consultant Love reported the following:

Williamsburg Schools Child Care Center(I have made contact 24 times, on site visits below)

1/12/2023: I met with the director and she gave me a tour of the space they are using for care. We discussed some suggestions for placement of items as well as going over Child/Staff File Paperwork, Center Postings, Questions about the checklist and about Policies. I followed up our visit by sending an email to the director with the fillable EP Plan, CCR&R Website Link, Comm 204 and the DHS Licensing Notebook.

7/25/2023: I met with the director to do a walk through and go over paperwork before their initial license visit with HHS. We did a walk-through of the area and I gave suggestions about health and safety items. We then went over staff files, children files, policies and I walked the director through requesting her role in i-Power. I followed up the visit with emails for CACFP resources, EP Plan, and Policies.

Consultant Love also met with the program administration in 2024 helping them to prepare for the licensing visit.

She stated, "Below is the support I have offered to the Williamsburg Schools Staff Childcare Center in the last year.

5/28/2024-Gave the program examples of parent contracts for policies and payments and the link to the Tom Copeland site.

7/23/2024-Support with i-Power and navigating the site

8/06/2024-I met with the OSS Natasha to help her and staff with i-Power profiles, training and HHS rules and regulations. I provided her with resources for HHS rules and regulations as well as checklists and postings. I followed up the visit with an email, attaching a password keeper, crib cards, and the information about IQ4K training.

9/16/2024-I met with the program and did a book nook reading with the staff and children. Once we finished I spoke with OSS about postings and protocol for storing breast milk in the infant area of the center. We are going to set up a full walk through in October

11/07/2024-The director reached out asking about how to add a staff member to i-Power and how to set up an i-Power account. I followed up with an email and attached the links to the youtube tutorials as well as the TA documents for setting up both an i-Power account and a Moodle Account

11/11/2024-I spoke with the program director about the programs licensing visit. We discussed staff files and getting fingerprints redone for two staff that they do not have the returned paperwork for. We discussed mealtimes and mixing kids and sitting them at different tables. We also went over fall surfacing. She said the CCNC Mandi said they did not need it for the equipment that they have. We also went over trainings and some suggestions for staff.

11/20/2024-The director reached out with questions about a staffs training hours and what the dates were for those. While on the phone I also let her know that after discussion at the HHS meeting it was decided that yes their type of playground equipment would need fall surfacing and encouraged her to reach out to Mandi Lauderman their CCNC to discuss options and proper surfacing for their outdoor space.

12/11/2024-The program reached out asking for resources around child development and family/child interaction. After speaking with my supervisor, I replied with an email and included a link to the CDC Milestones webpage explaining what it was, a link to Passports training and the specific modules and child development options as well as links to Ages and stages.

12/20/2024-Answered questions about ages for volunteers

1/06/2025-I discussed with the director items from their last licensing report. They are getting fall surfacing in the spring for their outdoor play area. We discussed training and IQ4K as well as some additional questions about lunch time and having children under 2 present with older children.

2/04/2025-The program reached out asking if they had to use SING or if they could use a different background check system that the school is looking into. I replied and let her know that because they hold an HHS license, they would have to use SING.

2/19/2025-Had questions about a baby in care, I referred them to the CCNC

5/27/2025-The program reached out asking for information about CCA and for a provider agreement. I replied with an email attaching the agreement, information about CCA, the rates table and information about the CCA pilot program for child care staff.

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Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. Violations will be corrected by report of the On Site Supervisor. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period. HHS reached out to Consultant Love on 10/31/24 asking CCR&R to assist the facility in correction of the violations.

*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.