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

Name of Center: Davis County Head Start **Enrollment:** 14 **License ID No. (Reapplications)** 25159

Street: 200 W Locust Room 33 **City:** Bloomfield Iowa **Zip** 52537 **County:** Davis

Mailing Address: PO Box 658, Ottumwa, IA, 52501

Director's Name: Liz Fairchild **Phone Number:** 641-682-8741

On-Site Supervisor(s): Morgan Small **E-Mail:** lfairchild@sieda.org

Date(s) of Visit: 11-20-2023

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:** 01-19-2022

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

Date Inspected: 03-25-2022

Comments : due every 3 years performed by SFM Mark Weidman

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 X Other NA

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

Get-Well Evening Care X Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summary Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			16		16
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 12-01-2023 to 12-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 12-29-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Davis County Head Start is located in a single classroom in a refurbished single story brick building housing Wigwam Daycare and Preschool. The building is located in a residential area of Bloomfield. Head Starts rents the space from the daycare. The building was a former elementary school. The rest of the building is occupied by the daycare.

The building expands and is separated by a locked door connected to other community businesses such as a dance studio and a social center. The center shares the outdoor play area with the center. The 3 year old program is operated by Southern Iowa Economic Development Association (SIEDA), a not for profit community action agency. The center offers one full day Head Start program to three year old children during the school year.

The director of this program is Elizabeth Fairchild. Ms. Fairchild directs several Head Start programs in Southeast Iowa for SIEDA. Ms. Fairchild has been directing Head Start since 2005 and worked as an onsite supervisor for Head Start prior to this position at the Sigourney site. The on-site supervisor for this location is Morgan Small. Ms. Small oversees 4 sites. Ms. Small has a Bachelor of Arts in Human Sciences and Psychology minor and an AA in Early Childhood. She taught Head Start for seven years and worked in the school system for several years. Ms. Small directs under the leadership of Elizabeth Fairchild and has held this position since 2015. When Ms. Small is not present Tammy Richardson the nutrition aide is available to assist. She is present daily and has been employed with Head Start since 2020 as the nutrition aide. Prior to that she worked at a school district. Tammy will request an OSS request in 2024. Shawnda Starr, the Family Service Worker can also step in to assist as OSS if needed. She has been employed with SIEDA since 2014. A new TA was hired in 2023.

On 11/20/23 I made an unannounced licensing visit to Davis County Head Start and met with OSS Small, and staff members. Other visits were made to the Head Start program and the other center in the building throughout the year. At the time of the visits staff were actively engaged in providing the Head Start program to the children. The Family Service worker position was filled by Shawnda Starr. OSS Small is filling in in the classrooms in the other sites when needed.

This program has been located at the present site since 2016. This program was operational in other locations in Bloomfield in past years (Davis County Elementary School and Davis County Daycare building). Carmen Duffield (Nutrition Assistant) has been with Head Start since 2003. Shawnda Starr (lead teacher) has been with Head Start since 2014.

Program Observations:

The classroom is clean, bright, attractive and equipped with a satisfactory variety of child sized furniture and equipment. The classroom is self-contained with its own phone, restrooms, and outdoor exit. The curriculum is Creative Curriculum. Interest centers available to the children include: blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, art, music and movement, science and discovery, sensory tables, and computer area. A small kitchen area for food preparation is available, and restrooms are also present across the hall from the room. The room contains a hand washing sink.

The classroom seats approximately 20 children, 2 teachers and a nutrition aide. However, the program has chosen to keep class numbers at 16 for 2 staff and 1:8 ratio. This is best practice and is duly noted. The nutrition aide also assists throughout the day making ratio even less for a majority of the programming day.

The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Program Nutrition Practices Observed:

The program provides breakfast, a mid-morning snack, lunch and pm snack. The program has well kept meal records indicating minimum nutritional requirements are met. CACFP requirements are followed daily.

Food allergies were posted in the kitchen. We discussed the Allergy Action Plan and where to access it.

Meals (breakfast and lunch) are prepared by Davis County Elementary kitchen staff and catered to the building. Head Start teachers prepare snack provided by Head Start. Snack guidelines follow the CACFP guidelines. Meals are served family style in the classroom and posted menus indicate that minimum nutritional requirements are met.

Head Start has a separate kitchen area that is not accessible to children. The food preparation area of the kitchen should be separate from eating, play, laundry, toilet, and bathroom areas and from areas where animals are permitted. The food preparation area is not used as a passageway while food is being prepared. Food preparation areas should be separated by a door, gate, counter, or room divider from areas the children use for activities unrelated to food. In all types of child care facilities, children should never be in the kitchen unless they are directly supervised by a caregiver/teacher. Children of preschool-age and older should be restricted from access to areas where hot food is being prepared. The area contains a microwave, a small refrigerator, several kitchen drawers. and a large sink area. Dishes will be washed by hand by the 3 step method. A food warmer is also present.

The small refrigerator is in the kitchen area did contain a thermometer. Thermometers were present in both freezing and cooling units and checked daily. Safe food storage temperatures are 40 degrees and below for cooling and zero degrees and below for freezing.

Food preparation will be conducted in the the kitchen. Staff serve the children out of warmers delivered by the school. I observed dry and cold food storage. No food items were stored on the floor. No items were expired or opened and not resealed.

Food waste containers were covered. The program has a new nutrition aide this year, Drew Potter.

Head Start Health and Safety:

Center administration of prescription and non-prescription medication in accordance with licensing regulations, physician directions, and parental consent. Medication is kept in the classroom or in the kitchen area if refrigeration is necessary and administered by staff. Emergency medication when on site is kept in an area inaccessible to children, but not locked. No children have emergency medication or regular medication at this time. If children have allergies they must have an Allergy Action Plan on file signed by a physician. The room has an area designated where ill/injured children can rest until a parent arrives.

Storage and maintenance of a first aid kit was observed. A kit is present and a mobile kit is taken outdoors. Staff have the latest item checklist sent out in 2015. The center has a labeled and fully stocked First Aid Kit and takes a mobile kit outdoors each time.. The program has a checklist to ensure all items are in the kit.

Environmental testing and the maintenance of necessary detection equipment were reviewed. The building has fuel burning appliances. A fuel burning appliances inspection was conducted by building owner and certified electrician Dan Wiegand in August 2022. These are due annually. Radon testing was conducted with a rate below 4 pCi/L. Radon testing is due every five years. A carbon monoxide detector is in the hallway. It should be noted that detectors have expiration dates, should be plug in and UL approved. Head Start is responsible to ensure it is not being utilized after the expiration date. The building is on City of Bloomfield water, therefore water analysis is not required. The former Elementary School was constructed prior to the 1960s so a lead based paint assessment is required. The assessment was conducted by building owner Traci Wiegand in August 2016 with no chipping paint noted throughout the building. It is Head Starts responsibility to monitor chipping paint in the areas of the building that they utilize. Updated lead based paint assessments have been updated several times the past few years.

General regulations regarding safety policies and procedures were reviewed. Windows in the room double as emergency fire exits and are opened on days when ventilation is poor. The room has a built in heat vent that does not get hot to the touch. Cool air is forced. Ventilation was adequate in the classroom. The restroom contains ventilation. The room

capacity is 20 children but the program will never serve more than 16 children at a time.

If volunteers are utilized in the program 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 substitute's responsibilities as a mandatory reporter. A few parents have signed up to be parent volunteers and should complete all of the above. No employees at the center are under 18 years of age.

The rotary club visits on Wednesdays to read.

We reviewed regulations regarding sanitation. The classroom is using Oxivir TB for sanitizing and disinfecting surfaces. Cleaners are kept out of the reach of students. This is best practice. The sink is dripping, but poses no health or safety risk.

The program has no pets or plants.

Cots are utilized in the program as children nap in the program. They should be spaced AT LEAST 2 feet apart. A napping chart should be utilized. Cots are stored in the classroom. Staff will be responsible for daily cleaning of the classroom and restroom. If the program has questions, IDPH Child Care Nurse Consultant may be contacted for questions or concerns regarding health and safety.

Regulations regarding staff and child hand washing are well known and followed. Hand-washing posters should be by each sink. The restroom contains 2 toilets and 2 urinals and is around the corner from the classroom. The restroom meets the requirement that the building should have one restroom for every 15 children.

Center Playground:

The center shares 2 outdoor play areas. The areas are naturally shaded with moderate sized trees. The building also provides some artificial shade. The outdoor play areas consist of a large grassy area past the concrete area and a fenced in area with climbing equipment and shredded rubber surfacing. The area is surrounded with city streets but is quite a large open area. It would be best practice to have IDPH perform an injury prevention checklist on the play area. Head Start owns trikes and a kitchen play set and other outdoor play equipment such as hula hoops, jump ropes and other age appropriate toys.

Playground inspection documentation was completed monthly. Staff send this in to Head Start Central office monthly as well. The program utilizes the Child Care Weather Watch if outdoor play is questionable due to weather conditions.

Center Transportation Arrangements/Field Trips:

The center provides no transportation and does not take field trips at this time. The Davis County School District is providing transportation to and from the center for children that live out of town. The center onsite supervisor reports they will take walking field trips to the library (less than a block away). The school bus may be utilized for field trips as release forms have already been signed by parents. Ms. Small provided me with documentation from Mr. Robert Waugh, Governing Chair of Board at SIEDA and Clarence Small Regional Program Manager regarding a waiver of Child Restraint Systems and Bus Monitors. This documentation is in the file.

Walking field trips will be taken on the nearby square (2 blocks away) to area businesses. SIEDA is aware of field trip ratio requirements and take a first aid kit on walks.

Center Administrative Records:

Child misbehavior is addressed by a combination of positive intervention and behavior modification techniques. These strategies are developed for each child based on their level of social and emotional skills. All staff are trained in PBIS.

Center compliance with regulations regarding required written policies provided to parents in the form of a parent handbook were present. The center should add an emergency preparedness plan specific to this site. Staff should be trained on such. This was also noted last year.

Child records are examined annually, such as physicals and immunization records. Also reviewed are medical and dental

information, pick up authorizations, emergency contacts and field trip authorizations. Child information is kept in Child Plus.

Tamara Wheaton, Child Development Administrative Assistant with SIEDA provides me with staff records on November 20th . Employee records including Universal Precautions training(due annually), CPR/First Aid training(every 2 years), Mandatory Reporter training (every 5 years), physicals (updated every 3 years) and continuing education (professional development) hours were reviewed. All staff had signed a statement regarding child abuse/criminal conviction. It should be noted that SIEDA has an excellent history of record keeping and it is rare that professional development or other issues are lacking. All staff have 14 or more hours of professional development. This exceeds HHS licensing standards, and is best practice.

Required notices and postings were observed. The center license consultant information and mandatory reporter posting are next to the parent board. A No Smoking sign is on the front door to the building. Emergency phone numbers such as 911, Poison Control and the center name and address are posted by each phone. A daily schedule is in the calendar area. Diagrams of exit plans are by each exit. Communicable diseases will be posted when necessary. We discussed annual emergency procedures training. Training on such should be conducted and employees sign acknowledgement of such annually. Diagrams should be posted near each doorway in the program. The emergency preparedness plan should be reviewed annually. Staff agreed to reread the plan this year and sign and date acknowledgement of such.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center sends a monthly newsletter to parents.

The center provides vision screening services to the children in cooperation with the local Lions Club.

The center provides hearing screening services to the children by SIEDA professional staff.

The center provides dental screening and fluoride varnish services to children in cooperation with Lee County Department of Public Health.

The center provides Brigance screening to the children to measure physical, social, and emotional development.

Both staff members in the classroom are veteran staff with many years of experience.

The center on-site supervisor has been working with Child Care Resource and Referral Consultant Gina Wells.

The classroom utilizes a Hatch Board.

Ratio is excellent.

The program has a good relationship with the building owner.

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

1. 109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. The building owner is a certified HVAC technician and can perform the inspection.

V. SPECIAL NOTES/RECOMMENDATIONS:

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 regarding health forms and postings and other services offered by IDPH Child Care Nurse Consultants: http://idph.iowa.gov/hcci/consultants This program has access to two consultants, CCNC Mandi Lauderman and CCNC Tammy Merrill, both Jefferson County Public Health employees.

HHS encourages you to contact Child Care Resource and Referral Consultant Karen Lauer who is conveniently located in Davis County. 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. The center is aware they may access CCNC and CCR&R Consultant on a consistent basis.

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. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period. This program has had very few violations since it's inception. This is duly noted.

*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.