Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Moravia Before/After School Care

Provider No.: 40778

Address: 505 N Trussell Ave, Moravia, IA, 52571

County: Appanoose

Director's Name: Marcia Benjamin

On-Site Supervisor: Lisa Nelson

Phone Number: 6417243311

E-Mail: heather.whitney@moraviacsd.com

HHS Visit Date: 11/10/2025

Licensing Period: 08/01/2025 to 08/01/2027

Fire Inspection:

Date Inspected: 04/04/2023

Comments: conducted by State Fire Marshall Curt Seddon, due every 3 years

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		6:30 AM to 6:00 PM	
Tuesday		6:30 AM to 6:00 PM	
Wednesday		6:30 AM to 6:00 PM	
Thursday		6:30 AM to 6:00 PM	
Friday		6:30 AM to 6:00 PM	
Saturday			

Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			10	10	20
Summer					0

1. Basic Overview

Moravia Elementary After School Program is located in the Moravia Elementary School building in Moravia and was initially licensed in 2015 but then closed a few years later. The Director of this program is Marcia Benjamin. She has over 30 years experience in child protection/supervision and a BA. Superintendent Swenson is sometimes in the building during program hours. Superintendent Swenson has a BA in Ag Education/Biology from University of Nebraska and attended BV college to become a 7-12 Principal, Drake for Pre-k -6 and UNI to become a Superintendent. Heather Whitney also supports the program when available. The on-site supervisor for this program is Sydnee Woods (am) who worked at another licensed center for 1.5 years. Lisa Nelson is the (pm) OSS. She was formerly a music teacher at the school for many years.

The program consists of one room, with an attached restroom. The program has been in operation previously under the Department of Education.

The program is currently offered during the school year only and serves preschool through 6th grade children. The program follows the Moravia School Calendar and is not open when classes are not in session including cancellation of school for inclement weather and school vacations. On 11/10/25 I made an announced off year visit to the Moravia Elementary After School Program.

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. Phone and email consultation and collaboration have occurred the past 4 years addressing these topics in relation to licensing.

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The program also has the assistance of the Moravia School Board.

The After School Program will begin with homework/tutoring time where children can work on their homework. The staff will assist students when requested. Those who don't have homework will engage in their free choice of quiet play activities. We have an assortment of art supplies, toys, and board games donated by community members to allow the children a variety of activities. The program also includes a snack, outside play, a hands-on enrichment activity, and more free choice activities. The Program periodically has access to the computer lab for educational websites which the children enjoy. The program may participate in activities located in the school during the after school hours such as Family Reading and Math Nights. Guest speakers may also be invited to provide special programs. Enrichment activities planned by the On-Site Supervisor will be varied in the academic disciplines drawing from art, science, math, reading, drama, social studies, music, food, computers etc.

The main program room has a connected restroom. Capacity for the room is 20 children. Ratio was met and maintained throughout the visit.

The classroom is clean, bright, attractive and equipped with a satisfactory variety of toys, games, and activities for the children. Storage space in the form of cabinetry is available and storage is not an issue at this program. The curriculum is designed by staff and is similar to school curriculum but does not duplicate it. The children may also use a multi- purpose room/gymnasium. This room is located between the Elementary building and the Jr. High/High School building and is accessed by children of all ages.

The children can utilize the gymnasium when it is not in use by other groups.

Program Nutrition Observations:

The requirement is menus planned 1 week in advance, made available to parents and kept on file with substitutions noted. The rule is: Each child served a full nutritionally balanced meal or snack as defined by CACFP guidelines and serving sizes for meals and snacks are followed, with the exception of Scooby Snacks being served.

Tables were cleaned prior to snack. The program also has a bottle of soapy water for debris removal. This is best practice. Food waste containers should be covered. Snack is offered daily. The Director and I inspected the food for the program, which is kept in cabinetry. The program will be getting a refrigerator so cold foods can be served in the future. Thermometers should be added to the unit. No food should be stored on the floor. Dry and canned food was stored appropriately. I did not observe expired food items in either dry or cold food storage.

Program Health and Safety:

We reviewed regulations regarding the storage and maintenance of program First Aid Kits. One labeled kit is stored in the after school room as is any medication. The cabinet is also labeled and locked. We discussed that the kit should be in a location inaccessible to children. It should be easily accessible to staff in case of emergency. A supervised quiet area is present so a child can rest quietly until a parent can pick up.

We reviewed medication guidelines. Medications must be stored in original containers with physician/pharmacist directions and label intact. and inaccessible to children and public. Nonprescription medications must be labeled with child's name. Notation of administration of medication for everyday authorization is in effect and child is in attendance, including medication, date, time, dosage and initials of person administering. There are currently no children in the program on medication (daily or emergency). IDPH CCNC can assist the center with health, asthma or allergy action plans.

We discussed environmental testing and the maintenance of any necessary detection equipment. The boiler inspection is conducted each June and is due annually. The Division Of Labor Services conducts the inspections each year. Radon testing was conducted in 2025. Updated testing is due every vie years. Testing should be conducted in winter months when the ground is frozen. An UL approved plug in carbon monoxide detector is present in the classroom. I read the expiration date on the product information stating the unit expired in ten years. The school is on Rathbun Rural Water therefore water analysis is not required. The building was constructed after 1971, therefore a lead based paint assessment is not required.

Ventilation and light are adequate in all classrooms, hallways and restrooms.

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The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. This is best achieved when children are broken into separate groups if two staff are present.

We reviewed general regulations regarding safety policies and procedures. Ratio was observed and maintained according to license standards for 4 year old children and older on the day of the visit. The program is aware that each child must have at least 35 square feet of usable floor space in the classroom or other rooms or areas they visit.

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.
Any visitors to the Center shall complete the tasks above.

All cabinets were checked for unsafe items. All items accessible to the children were child safe. Staff keep purses out of reach of the children. No tipping, toppling or tripping hazards were identified. Electrical outlets were adequately covered.

Program compliance with regulations regarding emergency plans and drills for fire and tornado were reviewed.

We reviewed general regulations regarding sanitation policies and procedures. The preschool Director showed me documentation on information about sanitizing and disinfecting. Staff clean toys, tables, puzzles and around the rooms. The school custodian vacuums the classroom areas and cleans the restrooms.

Students and teachers wash their hands at snack time, after bathroom, or when coming in from the outdoors. Hand washing signs are hanging by each sink and in the restrooms. Children use school restrooms with several stalls each. An adequate amount of toileting articles were present.

Outdoor Play Area:

The children have access to the school age outdoor play area. The program meets space requirements for outdoor play (75 square feet per each child).

The program will begin documenting playground inspections conducted on a monthly basis for any hazards. Some areas have natural shade and shade from the building. Mobile First Aid Kits are taken outdoors. Children should have at least 75 square feet of space each when engaged in gross motor activities. At least one person on duty in the center, should accompany children in the outdoor play area, or on field trips is over eighteen and has current certification in CPR and first-aid.

Program Transportation/Field Trips:

The program will not regularly transport the children. Staff will only transport in the case of emergency and I observed documentation that they have parents' permission for such. The program has no plans on taking field trips where transportation is necessary. Field trips are taken in the building to different school events. No walking field trips will be taken in or around the community. First aid kits should be taken on walking field trips if this changes in the future.

Program Administration:

The Capturing Kids' Hearts Program and the Character Counts Program is used to help children learn acceptable behavior and develop self-control will be extended to the After School for implementation.

The handbook contains a parent unlimited access policy as well as a limited access policy. It further contains several emergency procedures. The handbook outlines discipline, the following techniques will be followed: Redirection, Time Out Within the Area, Time Out Away from The Group, Daily Note, Behavior Intervention Meeting, Behavior Incident Report,

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Send Child Home, Suspension and Termination of Services. An evacuation of immobile child policy and a policy specifically addressing the handling of bodily fluids is present.

Staff files were reviewed in accordance with requirements including Iowa Criminal Background checks are present (due every 2 years), staff physicals, due every 3 years, Universal Precautions due upon hire. Mandatory reporter training is due every 3years, and CPR/First Aid (due every two years). Each employee has signed the criminal conviction statement. All employees need to have fingerprints completed every 4 years. Essentials training is required as is updated general training each year. The PM OSS is taking CPR November 17th.

Child files were reviewed including signed statements of health for school age children and preschool physicals were present for each child. Each child had emergency contacts on file as well as field trip authorizations, immunizations, medical and dental information and pick up authorizations.

The program schedule is hanging on the main parent board. Emergency evacuation procedures/maps are posted by program doors. I observed Emergency postings including Poison Control, 911 and the center phone number and address posted in the main program room. These postings should be added to any room in use. Other mandatory postings such as license consultant contact information and mandatory reporting of child abuse were hanging in the main classroom. A No Smoking sign is posted on the main entrance to the school. The program schedule and curriculum were posted. A schedule should be followed.

Annual staff training should be held on the emergency preparedness plan. Staff signed and dated this training (it is located in the handbook). All emergency plans should be reviewed including blizzards, power outages, intoxicated parent, etc...

2. Identify Observed Strengths of the program

The program plans to work on IQ4K next year.

The program has been actively involved with Child Care Resource and Referral (Karen Lauer).

Ratio is excellent.

3. Identify the aspects that fall below the standard

1. 109.10(13)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.

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 spear 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. Monthly playground inspections must be documented. Four year old children may not play on equipment for children ages 5 and up.

The OSS will look at all equipment to ensure which equipment is safe for four year olds. An OSS will begin documenting playground inspections each month.

3. 109.13(1 and 2): 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. Menus shall be made available to parents and kept on file with substitutions noted. Avoid foods with high incident rate of causing choking. The OSS indicated she would start keeping track and documenting snacks and only served CACFP approved foods.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

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5. Special Notes/Recommendations

Based upon this review, it is recommended that this center begin in Full licensing status. The center is directed to correct the deficiency noted above. The center is further directed to continue current compliance efforts and maintain current practice. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact Child Care Resource and Referral Consultant Karen Lauer. They offer centers assistance with meeting the HHS regulations, IQ4K, school age concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. After School Program (since 9.2024:
• TA: 4 – topics: environments, support licensing and Growing Iowa
• On-Site Consultation: 2 – topics: support licensing, Growing Iowa and Refer/Support to Other Programs
It is evident the program participates in services with the level of compliance shown during the visit. This is duly noted.

Funding provided by the Iowa Department of Human Services through the Child Care and Development Fund.

HHS encourages you to contact your local nurse consultant. Iowa Department of Public Health Child Care Nurse Consultant Mandi Lauderman works 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.

CCNC Lauderman conducted a consultation on the outdoor play area in 2024 when the program was preparing to apply for licensure.

The center can access PBIS Coach Joan Garrett who conducts training/ presentations and PBIS coaching and consultation.

Date: 11/12/2025

HHS Licensing Consultant: Jill Seibert

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.