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

Name of Center: Douds Head Start **Enrollment:** 16 **License ID No. (Reapplications)** 25012

Street: 14574 Jefferson St. **City:** Douds Iowa **Zip** 52551 **County:** Van Buren

Mailing Address: Southern Iowa Economic Dev IncPO Box 658, Ottumwa, IA, 52501

Director's Name: Elizabeth Fairchild **Phone Number:** 641-936-4321

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

Date(s) of Visit: 02-01-2024

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:** 02-07-2024

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

Date Inspected: 07-27-2023

Comments : inspected by SFM Amy Fratzke and approved, due every 3 years

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*	*Summer 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 04-01-2024 to 04-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 02-07-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Douds Head Start is located in a single classroom in a newer Elementary School building in Douds. This program has been in existence in this location since 2016. The program was formerly located in Keosaqua. This classroom was not specifically designed for child care. Two restrooms are down the hall a distance however a sink is present. The center provides a single full day Head Start program to preschool age children four days per week. The center is owned and operated by Southern Iowa Economic Development Association (SIEDA), a non-profit community action agency. The director is Elizabeth Fairchild. Ms. Fairchild directs several Head Start centers in multiple counties and has held this position for 9 years. Prior to being Director Ms. Fairchild was the onsite supervisor for the Keokuk County site. Morgan Small is the onsite supervisor and also oversees other Head Starts in neighboring counties. Ms. Small has held this position since 2016. Prior to accepting the OSS position, she taught Head Start for 7 years in Missouri. Ms. Eklofe is present daily and also serves as on site supervisor when Ms. Small cannot be present. OSS Trudell is lead teacher and OSS beginning in 2023. Ms. Simmons has been with Head Start since 2004 and also could qualify as OSS. All program areas were observed.

On 2/1/24, I made an unannounced licensing visit to Douds Head Start and met with both staff. Trina Simmons (teacher's aide) is present daily. Ms. Simmons has been with Head Start since 2004. Nan Trudell was hired in 2023 as the lead teacher. The program currently does not have a Family Service Worker.

The center consists of a single open classroom. The classroom is clean, bright, attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games and activities for the children. The classroom is not self-contained. 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 table, and computer area. The center does lack sufficient classroom storage space to display all curriculum items. Staff report children get bored with the equipment available since it is the same year-round. The school is not willing to give the program storage space. The classroom layout is organized, neat and provides open areas.

The center has an accessible restroom down the hall. Ratio is always followed when staff are taking children to the restroom.

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.

Center Nutrition Practices Observed:

Breakfast, snacks, and the noon meal are prepared on-site by school cafeteria staff and Head Start staff in the center kitchen and classroom (snack). Meals are served family style (pre pandemic) and posted menus indicate that minimum nutritional requirements are met. The refrigerator and freezer did not contain open food items. Thermometers were observed and temperatures were below zero degrees in the freezer and below 40 degrees in the cooling unit, as recommended.

Dry food storage is in cabinetry. No food was stored on the floor. No expired food items were noted. Dish washing is completed by kitchen staff. Teachers report using SaniDate for sanitizing purposes on food surfaces. The center must use an approved disinfectant for other surfaces. They typically use Oxivir TB.

Lunch and snacks met CACFP approved menus. The center has a contracted dietitian that approves menus. The program participates in CACFP. The center uses 1% and soy milk. Food allergies are posted. Kitchen staff are aware one child cannot have pineapple. They substitute this fruit with another fruit when pineapple is served.

Center Health and Safety:

Prescription and non-prescription medication in accordance with licensing regulations, physician directions, and parental consent were reviewed. The center has a locked medication box. If an emergency pen or inhaler is needed a locked back pack may be used on the center bus. Emergency medication is typically kept with the First Aid Kit on a high shelf inaccessible to children. The ill/injured area is in the office away from other children or in an isolated part of the room. A child with a pineapple allergy should have a physician signed allergy action plan. The plan should be given to staff so they know how to respond to an allergic reaction.

We reviewed storage and maintenance of a first aid kit. The First Aid kit is labeled and contains the new First Aid Kit checklist. A smaller mobile kit is taken outside and child emergency contact information is also in the pack. Staff take a mobile first aid kit outdoors during morning outdoor time. The center also has an emergency preparedness kit which is checked twice a year and items replaced as needed.

We reviewed emergency plans and drills for fire and tornado. All doors in the program should have emergency evacuation maps posted beside them.

Environmental testing and the maintenance of any necessary detection equipment were reviewed. The last furnace inspection was conducted over a year ago. They are due annually. Radon testing was conducted less than 2 years ago with a level under 4 pCi/L. Radon testing is due every five years. The building was constructed after 1971, therefor lead based paint assessment is not required. The center is on city water, therefor water analysis is not required. The center has a plug in carbon monoxide detector and a battery operated unit. The plug in unit does have an expiration date.

We reviewed general regulations regarding safety. If children in the program have allergies listed on their physicals an allergy action plan must be completed. The plan should be signed by a physician.

Director Fairchild and I discussed the following in 2015: 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.

Each child in the program shall have 35 square feet of usable floor space not including storage or restroom areas and teacher space.

Ratio is met and maintained and typically runs 1 staff to 6 or 7 children each which is best practice and exceeds ratio expectations.

Center Playground:

The outdoor play area is located behind the school building and is fenced and has natural shade. I observed the new outdoor play area. This is an improvement from the school age play area from year's past. Efforts to provide age appropriate play equipment and space for preschool age children are duly noted. Each child has at least 75 square feet of usable space for gross motor play. Screws on the new fence should be cut, capped or turned around so that no more than 2 thread-bolts are exposed so as not to be a potential puncture hazard.

Playground inspections were conducted monthly per my observation. We discussed this. These are typically kept in the licensing book behind the building inspections. Childcare Weather Watch is advised when outdoor play is questionable due to weather conditions.

Center Transportation Arrangements/Field Trips:

Van Buren Community School District (Douds and Harmony) provides transportation for all students including Head Start children. A first aid kit is kept on the bus.

Head Start staff carries a back pack with parent release forms and emergency contact information if field trips are taken. If anyone other than a parent attempts to pick up the children they must be on the release form and show identification.

Center Administrative Records:

Child misbehavior is addressed by positive intervention and behavior modification techniques including developing an intervention strategy for each child, teaching positive social-emotional skills, redirection, positive reinforcement of appropriate behavior, and time out periods of no more than two minutes duration.

Regulations regarding required notices and postings and required written policies provided to parents in the form of a parent handbook were present. Head Start policy indicates children must have immunization cards. All of the children have parent consents, the center has 30 days to procure each child's physicals. Child records are complete and well organized.

Tornado and fire drills were conducted and documented monthly per my observation.

A No Smoking Sign is on the front door. Mandatory postings are kept in the entry way such as the center license, mandatory reporter postings and license consultant information. Staff have signed and dated acknowledgement of training on the Emergency Preparedness Plan.

Evacuation signs with maps and directions are posted by exit doors where the children walk through for tornado drills. Emergency numbers are posted in a wall in the classroom by the phone in the center.

Staff files are kept at SIEDA's central office in Ottumwa. All staff records were sent to me by Tamara Wheaton, Child Development Administrative Assistant (SIEDA Head Start Ottumwa Main Office) on 4/10/23. Ms. Wheaton provided DHS with worker training and updates of Iowa Criminal record checks and fingerprints as well as physicals (every three years), CPR and First Aid training (every two years), Mandatory Reporter training (every 5 years), signed criminal conviction statement (once at start of employment), Universal Precautions (yearly), and continuing education hours. All staff were current in each area and met requirements or had a plan in place to ensure requirements are met within 30 days. It should be noted that Ms. Wheaton has been prompt and an excellent record keeper since taking this position.

Curriculum and schedules are posted on the wall in the classroom. They are also kept in the licensing book.

Staff signed and dated acknowledgment of training on the Emergency Preparedness Plan. They do this annually, but it is currently overdue.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program is smaller and meets individual needs of the children.

Ratio is a strength.

The program added a new preschool age outdoor play area in 2020. The equipment, surfacing and fencing are new and age appropriate.

SIEDA has a long history of tracking and continually updating staff professional development and other requirements.

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

1. 109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans.

2. 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.

3. 109.9(2)g: Any child with allergies, a written emergency plan. Copy shall accompany child if they leave the premises. Head Start sent the plan home with the parent and reminded her to return it with a physician signature.

I called OSS Small on 2/6/24. She indicated she would address all issues and ensure they were corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center remain in Full licensing status. The program agrees to correct identified deficiencies. 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.

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 CCNC Amy Hayes.

HHS encourages you to contact Child Care Resource and Referral Consultant Malia Love. 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.

*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.