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

Name of Center: Kids in the Village **Enrollment:** 35 **License ID No. (Reapplications)** 51714

Street: 4114 Madison ST **City:** Elk Horn Iowa **Zip** 51531 **County:** Shelby

Mailing Address: PO Box 214, Elk Horn, IA, 51531

Director's Name: Melanie Cox **Phone Number:** 712-764-5488

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

Date(s) of Visit: 03-15-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 01-31-2022

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

Date Inspected: 05-31-2022

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	8	5	20	2	35
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 06-01-2024 to 06-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 04-01-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was made to Kids In The Village on 3-15-2024. The center is located in the Exira-Elk Horn-Kimbalton Community School (middle and high school). The elementary school children take a school bus to the elementary school in Exira, Iowa. The center provides child care to infant to school age children Monday through Friday 7:00 am to 5:30 pm. The center opened on June 1, 2022.
At the time of my visit Heidi Johnson was the interim director, she has since left the program and the new director is Melanie Cox, she became the director on 3-25-2024. Melanie has worked at the center for two years, she has her associates degree in early childhood and is working on her bachelors degree.
There are 35 children enrolled at the center.

Observation of rooms:
Two program rooms are used at this time. The infant room had six children and three staff present. The staff were positive and attentive to the needs of the children. The Viking room has the children who are age two to five years old. There were eleven children and three staff present, the children were taking a nap. They have book shelves providing separation of the younger children from the older children in the Viking room. There are only a couple school age children that are enrolled in the program and they try to have those children in the gym when they are in attendance. Information regarding ratio and separation of ages has been given to Melanie. The cots need to be covered. A staff persons purse was out assessible to children. Please have staff place their personal belongings and purses out of the reach of the children.
The center also uses the old gym, they use scooters, trikes and bikes in this room. They have a great variety of age and developmentally appropriate toys and equipment that are rotated frequently. The daily sheets looked good in the infant room. The program had lesson plans/activities.
The center uses the Procare app.

Nutrition:
During the school year the school provides the lunch, the center provides the snack and during the summer the center makes lunch. The center needs to post the menus. Make sure you have thermometers in your refrigerators/freezers.

Health and safety:
Fire/tornado drills were practiced and documented.
The Department of Education is responsible for making sure the radon testing is completed. The radon test score must be under a 4.0 pCi/L., and radon testing is required every two years.
The building has all electric appliances, therefore an annual fuel burning inspection isn't required.
The center will follow medication management procedures when a child is prescribed medication. Please refer to the child care licensing handbook for information and make sure you have the medication log. It is recommended that the director and other staff take the medication management training.
Bleach/water is used for sanitizing and Oxivir is used for disinfecting, the type of Oxivir the center is using needs diluted. For the bleach/water make sure you are following the directions on the specific bottle of your EPA approved bottle of bleach for mixing instruction. Please have two separate sets of bottles for sanitizing and disinfecting 1. Soap/water for cleaning, 2. Water for rinsing and 3. Your EPA and child care approved product. Disinfecting is for the diaper changing

table, sanitizing is for hard surface toys, food surfaces i.e. table tops etc.
If you have a diaper changing table with a porous surface a diaper changing pad is required. Diaper changing tables with a non porous surface (plastic) are recommended.
Make sure you have your emergency policies and procedures, and review them with staff frequently.

Playground:
The preschool room has been using an outdoor grassy area and they take toys outside. They can also use the school playground. The new playground safety checklist was email to the center on 4-1-2024. Make sure you are completing the monthly playground inspection.

Transportation:
The center doesn't provide transportation services.

Administrative records:
Some staff files were read, one staff file needed the employee statement signed by the staff person - Melanie.
Child files were read - child files need updated annually and some are missing physicals. Please review all children's files and have them updated with the required information.
The center has worked with Child Care Resource and Referral.
The center has a very supportive and active board. Monthly staff meetings are held.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Kids In The Village opened on 6-1-2022, they are an excellent resource for the community.
Melanie Cox became the director on 3-25-2024. The staff had excellent interactions with the children, they were positive and attentive to the needs of the children. The center has a supportive and active board.
The center would like to apply for the IQ4K program.

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

109.9(1)a: All files contain statement signed by staff indicating whether they have a criminal conviction or founded child/dependent adult abuse. Melanie's staff file needs a signed employee statement. Review all staff files and make sure all staff have a signed employee statement.

109.9(2): All files are updated at least annually and when a change occurs.
Child files were read - child files need updated annually and some are missing physicals. Please review all children's files and have them updated with the required information.

109.10(1)a: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
Child files were read - child files need updated annually and some are missing physicals. Please review all children's files and have them updated with the required information.

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.
A staff persons purse was out assessible to children. Please have staff place their personal belongings and purses out of the reach of the children.

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.
Mats and cots need to be covered.

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks.Menus planned one week in advance, made available to parents, and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking. Please post menus.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for Kids In The Village for 6-1-2024 to 6-1-2026.

I think it would be beneficial for Melanie to work with Child Care Resource and Referral since she is a new director. I will make a referral to Child Care Resource and Referral for assistance with child files, staff files, staff training, Ipower, organization, ratio/separation by age, review emergency procedures, medication management 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.