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

Name of Center: Cardinal Before and After School Daycare **Enrollment:** 55 **License ID No. (Reapplications)** 24741

Street: 5414 HWY 16 **City:** Eldon Iowa **Zip** 52554 **County:** Wapello

Mailing Address: 5414 HWY 16, Eldon, IA, 52554

Director's Name: Aimee Sivak **Phone Number:** 641-652-3591

On-Site Supervisor(s): Jennifer Owings & Tammy Couchman **E-Mail:** heather.buckley@cardinalcomet.com

Date(s) of Visit: 09-06-2023

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:** 01-31-2023

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

Date Inspected: 10-02-2019

Comments : conducted by State Fire Marshall Amy Fratzke, due every 3 years, this is currently OVERDUE

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

Get-Well Evening Care 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			50	50	100
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:		
	FULL license from	
X	**PROVISIONAL** license from	09-11-2023 to 03-01-2024
	DENIAL of initial application	
	SUSPENSION of license	
	REVOCATION of license	

Licensing Consultant: Jill Seibert **Date:** 09-12-2023

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

A Corrective Action Plan is in place to address the issues noted below in the violations section.

The Director emailed on 9/11/23, "We will get the fingerprints done tomorrow and mailed off. At this time, we appreciate Jamie and Karen (and all of their expertise) however, we merely need to get our hands on files ourselves and spend some time doing fidelity checks. I will update you on a new training log (to add PD hours). We have one of the new daycare staff here 11:30-3:30 to help maintain staff/student files and to help me keep up with compliance. *This is new to the program."

The Director will acquire an approved Fire inspection, have an appointed person begin monthly fire and tornado drills and train all staff on the emergency preparedness plan and have them sign and date acknowledgement of such.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Cardinal Before and After School Daycare serves preschool and school age children before and after school in the Cardinal Elementary School. The center is owned and operated by the school district. The Director for the program is Aimee Sivak. Ms. Sivak has a MA in Educational Leadership, a BA in Elementary Education and 9 years experience in childcare. She has 4 years experience at Cardinal and prior to that she worked for 2 years at another licensed childcare facility. Ms. Aimee Sivak also serves as the Assistant Principal for the school during the day. Due to the numerous responsibilities Director Sivak has at the school On Site Supervisors are essential.

On the visit I met with the Director. Am and pm on site supervisors have been appointed and qualifications worksheets submitted and approved by DHS. Tammy Couchman, Jennifer Owings, and Tami Fenton are On Site Supervisors. All three OSS have held this position since 2021. Ashley Hart is an additional OSS employed with Cardinal since 2018. Haley VanDerburg was recently appointed OSS and began this position in August 2023.

The preschool program is held in a classroom until combined with school age children at day's end. School Age Daycare is located centrally in the school’s safe room.

Before and After School care has access to the school gymnasium, outdoor play area, library, etc..

On 9/6/23 an unannounced licensing visit was made and administrative information was discussed. The classroom utilized for after school care was observed. The Director assisted me during the visit.

Program Nutrition:

A menu is typically posted on the daycare bulletin board by the safe room along with licensing/mandatory reporting notifications. CACFP rules must be followed for each snack.

Program Health and Safety:

Since this program serves both preschool age children radon testing and a carbon monoxide detector are required. Tornado and fire drills are have not been documented on a monthly basis. The Director agreed to begin these immediately.

Sanitizing and disinfecting label instructions are available from CCNC Crouse. Radon testing is current and is due every 2 years. Testing should be conducted in winter months. Carbon monoxide detectors were purchased and present where preschool children are served. A lead based paint assessment is not required at this site because the building was constructed after 1980.

The Director received the updated document for Non Food Allergy Action Plan and the (regular) Allergy Action Plan from Jamie Crouse in March and September. She state in March, "We will go through child files to see who needs this done. I did run a Powerschool report to show what parents marked seasonal allergies since we did not have a Non Food Allergy Action Plan form for these previously. In the Fall we will absolutely start fresh making sure these forms are completed for all allergies. In the past we did these AAP forms for anything that required meds at school-peanuts, eggs, milk, etc."

The program has chosen to use the 1:8 and 1:12 for the program ratio to keep it simple. This is best practice and duly noted. They use sub-groups for supervision and it is written on the attendance sheet (broken down by age, then teacher, then an adult assigned to each group). When staff are late/ill/absent the OSS notifies the Director or office staff immediately via phone, email, text, cell phone, or walkie talkie (all are available in the daycare rooms). The Director emails out notes nearly daily with absences or subs or plans.

The program states they staff in accordance with the high attendance days. The program had ratio violations last fall.

Incident reporting protocol should be followed. Rule states, Recording incidents: Parents shall be notified on the day of the incident involving a child that includes:

Minor injuries.
Minor changes in health status.
Minor behavioral concerns.
Incidents resulting in injury to a child. The Director agreed to begin this procedure. All staff should be trained on completing incident reports. The Director related during the visit these forms have not been utilized. These should be given to all staff in both program spaces and should be completed as injuries, changes in health status or minor behavioral concerns arise.

Four year old children are now in the modular buildings on school grounds. All three year old children are in the main school building.

Program Outdoor Play Area:

The program enrollees access the school outdoor play area. Monthly playground inspections should be conducted and documented. The Childcare Outdoor Weather Watch is consulted if outdoor play is questionable due to varying weather conditions. First aid kits are taken outdoors. The pirate ship formerly identified as a potential hazard for play has been removed. A new fence was installed in 2021 around the outdoor play area.

Program Administration:

The program has a schedule which is followed.

3:10-3:20 Restrooms and Handwashing Procedures
3:15-3:30 Snack/Center Prep/Attendance for Check In
3:30-4:30 Centers Options: Art/Craft, Coloring, Books, Building (legos/blocks), Dolls, Puzzles, Worksheets, Etc. Activities are located in the safe room closet, in the big cabinets in the saferoom, or in Ms. Sivak's office.
4:30-4:45 Reading Aloud (or students can read to each other) Book Time and/or homework time
4:45-5:20 Gym or Physical Time (Planned Activity)
5:20-5:30 Clean Up/Check Out

Child School age Health Forms are online for parents. Forms are given to parents at the beginning of the year to sign as well as Emergency contacts, dental and medical information and pick up authorizations. Preschool children must have current physicals (within the past year or updated annually). Allergy Action plans for all allergies should be located in the program space so that staff know how to respond to an allergy emergency. It must be signed by a physician or ARNP. CCNC Jamie Crouse performed an child file audit in 2022. CCNC Jamie Crouse visited the program on 4/5/2023 and 9/8/23.

Director Sivak monitors and tracks staff requirements such as updated physicals, SING checks, fingerprint results, professional development training hours, Universal Precautions training, CPR/1st Aid and Mandatory Reporter Training. In March 2023 she stated, "Dana with Sieda will make sure that all of our staff info is in one place in their Child Plus System. We do track it semi-separate as Dana oversees Sieda Head Start and I oversee the Cardinal side (like Tiffany and I

did last year). Her office assistant, Katie will run you a new fresh report to reflect the updates and all staff in the program." The program is currently working on their own tracking system to track all DHS requirements.

Poison Control, 911 and emergency evacuation routes are posted by the doors in each room. No Smoking signs are present. Mandatory reporter information, the center license and consultant information are posted so parents can view on the Daycare Bulletin board by the menu.

The Emergency Preparedness Plan meets all requirements. Staff should sign and date acknowledgement of training annually.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

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

1. 109.6(6)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs. Two staff have not had SING checks in the past two years.

2. 109.6(6)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.

The Director and OSS did not have fingerprints completed in the Spring when HHS inquired. The Director stated, "There was one staff who is newer to the program (Kristen Shaw) and myself (expired) that will be fingerprinted this week." This had not been completed when HHS visited in September. Eleven total staff have expired or no fingerprints on file. This has been addressed in the past.

On 3/29/23 HHS emailed the Director stating, "It looks like some staff need fingerprints and training. Can you and Dana work with Karen to Lauer to ensure this happens in a timely manner please?" When HHS visited in September this issue had not been corrected.

3. 109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse. At least one hour of training regarding universal precautions and infectious disease control. Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained. Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained. Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed. b. Following their first year of employment, all staff shall: Receive six contact hours of training annually from one or more of the following topical areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross-cultural competence.

Center directors and on-site supervisors shall receive eight contact hours of training annually from the topical areas.

Eight staff had outdated Universal Precautions training. Six staff are behind on CPR/1st Aid training. The program was asked how many Professional Development hours have been taken for each staff being employed at the center. The Director did not have that information at the time of the visit but agreed to collect that information. They are currently working on a tracking system to ensure all data is collected and will be tracked for future compliance.

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
Number not in compliance: all staff

Staff file non compliance has been a repetitive issue at this program. I sent an email requesting staff file information after a visit 3/10/23. Emails were sent to the program March 10th, and April regarding the importance of staff file information and having information available upon request. I visited again on 9/6/23 and the same issues persist.

4. 109.10(15)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. The program MUST keep tornado and fire drill records. Documentation should be kept by the person administering the drills. The program does not have an approved fire inspection from the past 3 years. HHS has asked for an approved inspection since March 2023. The program contacted the SFM who stated they will visit in October 2023.

5. 109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans. Staff should sign and date acknowledgement of training annually.

Incident reporting protocol should be followed. Rule states, Recording incidents: Parents shall be notified on the day of the incident involving a child that includes:

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Minor changes in health status.
Minor behavioral concerns.
Incidents resulting in injury to a child. The Director agreed to begin this procedure. All staff should be trained on completing incident reports. The Director related during the visit these forms have not been utilized. These should be given to all staff in both program spaces and should be completed as injuries, changes in health status or minor behavioral concerns arise.

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center remain in Provisional licensing status. The center is directed to correct the item listed in Section IV. The Director gave me a verbal commitment that the noted rule violations would be promptly corrected. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period.

The center was placed on a CAP in 10/27/22 regarding ratio. They were sent another CAP on 9/6/23 regarding the above sited issues. The program will be placed on a Provisional License until issues are corrected on a long term basis.

IHHS encourages you to contact your local nurse consultant with IDPH. 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. CCNC Jamie Crouse Child Care Nurse Consultants (Iowa Department of Public Health) in cooperation with the American Home Finding Association serves as CCNCs for this center. The center is responsible for contacting Ms. Crouse for consultation regarding health and safety issues such as hand washing, outdoor play area regulations, toppling or tipping hazards, etc.... CCNC Crouse visited the center on 9/8/23 to offer support on any child health related matters or child files and or incident reports.

Good Afternoon,

I appreciate our impromptu meeting this morning and wanted to follow up. I was happy to see that children with severe allergies seemed to have all of the required documentation in place and even some with very detailed parent guidance. I understand the issue with seasonal allergies. I would say around half of the child files I review in Mahaska and Wapello Counties list seasonal allergies on their enrollment forms or physicals. Parents often report having a difficult time getting documentation from their medical providers due to the lack of required interventions. I have attached a form provided to me by Karen Lauer, CCR&R. In the past, this has satisfied the DHS requirement for a care plan for those non-emergent allergies. It does not require a provider signature, just the parent signature. I hope this is helpful and, as always, don't hesitate to reach out if you need any consultation related to health and safety!

IDHS recommends the center consult with Child Care Resource and Referral. 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. Your Consultant is Karen Lauer. She is available to assist with questions or concerns related to curriculum, supervision, transitions, behaviors, etc...

On 9/11/23 Consultant Lauer sent the following email, "I wanted to reach out regarding the Before and After School Program after this week's HHS visit. Below are the items that were listed in the referral:
• Incident Reports: The injury/incident report that is required from HHS are https://iowaccrr.org/resources/files/BGP/173%20Child%20Injury%20204.pdf. I also attached the Comm 204 Rule regarding Incidents and Injury Reports.
• Emergency Drill Tracking Sheet: The emergency drill tracking sheet is a great tool (https://iowaccrr.org/resources/files/BGP/170%20EmergencyDrill_204.pdf) that can be used to track tornado and fire drills

along with other optional drills as well. There is also an Emergency Drill Evaluation Drill tracking sheet (https://iowaccrr.org/resources/files/BGP/171%20EmergencyDrillEvaluation_204.pdf) this is great for tracking any concerns or things to work on regarding the drills.
• Staff Fingerprinting and/or Physicals: I have attached copies or Comm 204 rule for Background Checks and Personal Records. Child Care Center Record Check Guide (https://iowaccrr.org/resources/files/BGP/62%20Record%20Check%20Guide.pdf) is a great resource for all things regarding background checks. I know that I have done fingerprinting in the past however, I also know that the program has used the district's resource officer for fingerprinting as well. Please let me know if you would like to set up a time to get this done as it should be done before the staff member begins working in the classroom. Provider/Staff Physicals (https://iowaccrr.org/resources/files/BGP/4%20Phys%20Exam.pdf) this past spring the rule changed on this and now Chiropractors are able to complete the staff physicals which is great for staff/providers who see a Chiropractor regularly and it seems sometimes it is easier to get in then with a traditional medical Doctor.
• Staff need to be entered in I-Power: I pulled up the Cardinal Before and After School Program's Facility on I-Power which has nine staff listed with all staff listed needing training hours. Here is who is listed – Heather Buckley, Annika Hicks, Aimee Sivak, Tammy Couchman, Amber Ludwig, Alexandra Herrera, Jennifer Owings and Cassandra Sparkman. If these staff members have completed other training they can upload the training certificates so that it shows up on I-Power as this is used by HHS Child Care Consultants to review to ensure programs are meeting training guidelines. HHS has created how to videos for how to use I-Power with one video being how to uploading professional development and training certificates to I-Power (https://www.youtube.com/watch?v=VhNvBMo-Ffw). Also, in regards to training opportunities I have a virtual School Age Matters training that is scheduled for November if you have staff interested please have them enroll online.
11.6.23-11.20.23
6:30PM-8:30PM each session School Age Matters This series training is made up of 5 sessions that will allow providers to obtain the skills needed to care for school age children enrolled in a Child Development Home, Center or School Age Center. Topics covered include: Human Interactions and Communication, Child Development, Healthy and Safe Practices, Program Planning and Activities, and Ethics in School Age Care.
• Session 1: Human Relationships & Quality Interactions 11.6.23 6:30PM-8:30PM
• Session 2: Healthy & Safe Environments 11.9.23 6:30PM-8:30PM
• Session 3: Program Planning & Activities 11.13.23 6:30PM-8:30PM
• Session 4: Ethics in School Age Care 11.16.23 6:30PM-8:30PM
• Session 5: Child Growth & Development 11.20.23 6:30-8:30PM
Leslie Stonehocker Virtual HHS
Please know that I am here to help and if you would like assistance with these items do not hesitate to reach out. Thank you for all that you do! Have a great weekend!
Karen Lauer
Child Care Consultant
Child Care Resource & Referral of Central Iowa
Orchard Place
klauer@orchardplace.org

CCR&R and IDPH should be consulted throughout the year. The Director sought consultation and technical assistance from the agencies the past 2 years including Training Technical Assists, Consultations (virtual) and (face to face), COVID – 19 Technical Assists, Business Policies & Practices Technical Assists.

Director Sivak accessed Iowa Department of Public Health Child Care Nurse Consultant Jamie Crouse this past year. Core CCNC assessments were last performed in 2021. On Feb 24th 2022 the Director met with Becky Eaton (PTYC) to tour the program and gain ideas on how Fridays care is best achieved. Karen Lauer visited the center in October 2022 assisting the center with ratio issues. She has offered assistance in March and April 2023 regarding staff files.

*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.