

RECOMMENDATION FOR LICENSE:	
X	FULL license from 09-01-2020 to 09-01-2022
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Becky Frost

Date: 08-05-2020

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 08/04/20 I made an announced visit to Elma Early Childhood Center. Licensing visits are currently announced due to the Covid 19 pandemic. I met with Taylor Smith, the director. Ms. Taylor is an off-site director, but visits the center daily. She is on the child care board. She has a BA in family services and she has been the director since September 2019. Kayla Smith is being named as the new on-site supervisor. She started with the program in January 2019. The center has eight employees.

The Elma Early Childhood Center opened on 06/05/08 and began operation at its current location on 08/19/08. The program operates year-round Monday through Friday 5:00 am until 6:00 pm. It serves infants through school-age children. They also have a summer only program and allow drop-ins when staff ratios allow. There are currently 34 children enrolled.

The program operates out of three rooms. The larger room is used for children who are two-years-old and older and there is an infant room. There is also a preschool room located in the gym that is currently not being used. The preschool room is used for a three-year-old program during the school year. An inspection of each room was completed. Windows provide natural lighting for the big room, but artificial lighting is used in the infant room and the preschool room. The room for the older children is decorated with the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays were posted.

The three-year-old preschool program will run Monday, Wednesday and Friday from 8:30-11:00 am. Taylor Smith will be the preschool teacher.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computer, art, dramatic play, listening, science, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level so they were easily accessible to the children.

The Creative Curriculum and a variety of other resources are used to create lesson plans. Activities are planned around weekly themes. A lesson plan was available for review.

There was a phone with emergency numbers in between the infant room and the room for the older children. Emergency fire and tornado procedures and diagrams were posted by the main program and outdoor exits. A daily schedule was posted. The program currently has a Quality Rating System (QRS) level of 3 that expired on 04/01/20, but due to the pandemic the expiration date has been extended one year. Ms. Smith does have her renewal packet ready to be mailed in.

The program participates in the Child and Adult Care Food Program (CACFP). The center provides the children with breakfast, lunch and an afternoon snack. Lunch is prepared by the local nursing home (Colonial Manor) all year around and it is delivered to the center. Lunch menus are provided to the center. The staff members prepare the plates for the children.

Breakfast and snacks are prepared by the center staff members. Children eat in the classrooms. Dishes are washed in the front room using the three step method.

The center provides one brand of formula, but parents can bring their own if they want to use a different brand. Parents provide the cereal, and baby food for the infants. The center provides snacks. Bottles are washed in the infant room.

Snacks were stored according to the NHSPS guidelines. There is a refrigerator in the infant room and in the kitchenette area in the front room and thermometers were present.

The center uses bleach and water to sanitize the food tables and disinfect the changing tables.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was last completed on 07/31/18 and is only good for two years. Results were within EPA guidelines. The program is due for a new radon test at this time. Ms. Smith is going to purchase the kits. Documentation for the fuel burning inspection could not be located. Ms. Smith was going to look for the documentation. A carbon monoxide detector was on site and is located in the kitchenette area in the room for the older children. Outlets were protected. The fire marshal inspection occurred on 07/28/20.

The parent information is located on a bulletin board inside the entrance and inside the large classroom. The mandatory reporter, child care consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

During this pandemic, the program is taking the temperature of every child who enters the center. Staff members also have their temperatures taken upon arrival. Parents are not allowed to walk through the center, but bring the child inside the entrance. Children must wash their hands immediately upon arrival and parents use hand sanitizer. The center has a thorough cleaning and sanitizing schedule. There are no plush items in the center. Cots are used to nap and bedding should be washed daily. Children are not allowed to bring any items from home into the center. The children are served their food so family style is not used.

Staff and children files were reviewed at the time of the licensing visit. I reviewed six children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. One file did not provide any doctor or dental emergency contact information. There was not a pattern of disregard so this will not be cited. There were two invalid immunization certificates. One was not signed and dated by medical personnel and one was not on the Iowa Department of Health certificates. Ms. Smith was going to contact Darla Butikofer, the child care nurse consultant, to correct the immunization certificates.

I reviewed three staff files. They were in good condition, however, one staff member had a hit on their background check that needs to be sent to Des Moines for approval. The directions for how to do this have been emailed to Ms. Smith.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

There was some Benadryl in the large room that was not labeled. Please label this with the child's name or "center" if it belongs to the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program currently has a Quality Rating System (QRS) level of 3 that expired on 04/01/20. However, due to the Covid pandemic the QRS ratings are being extended for one year. Ms. Smith has the paperwork prepared to apply for a renewed QRS level.

The center is making plans for an addition to the current child care program in the future, which would add an additional child care room.

The program works with Child Care Resource and Referral (CCR&R) routinely and they receive resources from Keystone AEA.

The community is supportive of the child care program. They provide donations and participate in fund raisers.

The center has very organized staff and children files, as well as an organized licensing notebook.

The child care center is currently transitioning and will be using the Pro-Care system for schedules, billing, files, daily

sheets, etc.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

An administrative change is being made to name Kayla Smith as the new on-site supervisor. Ms. Smith is shy of points to meet the full criteria. She has three months to complete the training that will give her the mandated 75 points.

*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.