

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

Name of Center: West Branch Community Early Learning Center **Enrollment:** 74 **License ID No. (Reapplications)** 19820

Street: 400 W Orange ST **City:** West Branch Iowa **Zip** 52358 **County:** Cedar

Mailing Address: 400 W Orange ST, West Branch, IA, 52358

Director's Name: Lisa Moore **Phone Number:** 319-643-7447

On-Site Supervisor(s): Joanna Carter **E-Mail:** lmoore@west-branch.k12.ia.us

Date(s) of Visit: 04-17-2024

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

LICENSING VISITS

New Application X **Re-Application** NA

Signed Application (470-0722) Received X **Yes** No NA **Date Signed:** 02-02-2023

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

Date Inspected: 06-20-2023

Comments : Does Comply.

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accreditation: 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:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>
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LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	33	14	50		97
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 03-01-2024 to 03-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Brown

Date: 04-25-2024

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

The center corrected the following citations from their provisional license.

109.9(1)b: All files contain: Copies of national criminal history check results.

109.6(1) Center director requirements. Centers that have multiple sites shall have a center director or on-site supervisor in each center.

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.

109.10(3)a: All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.

109.10(9): First aid kit: The center shall ensure that a clearly labeled first aid kit that is sufficient to address minor injury or trauma is always available and accessible to staff.

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.

109.10(15)d: Daily checks to ensure all exits are unobstructed.

109.10(16)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free.

109.11(7)b: Centers at ground level that use basement area as program space or have a basement beneath program space:

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

This worker arrived at West Branch Community Early Learning Center for an annual visit on 4/17/2024. The center provides childcare for children 6 weeks to 5 years old. They currently have 74 children enrolled. The center is located inside of a commercial building. The center is nonprofit. The center's fire inspection was completed on 6/20/23. All program space was observed on the date of my visit. The center has 6 classrooms, offices, kitchens, and storage space. Classrooms are: 6 weeks-1 year, 1 year to 18 months, 1 to 2 years, 2-3 years, 3-4 years, and 4-5 years.

The director is Lisa Moore. She started in 1/2023. She has an associate degree in early childhood education.

The onsite supervisor is Joanna Carter. She started in 4/2022. She has a master's degree in public affairs.

Nutritional practices were checked. The center is on CACFP through the school district. The center provides morning snack, lunch, and afternoon snack. The kitchen was maintained in a clean/orderly fashion.

Health and safety practices were also reviewed. The center followed handwashing procedures. The center stored medications appropriately. The center had a fully stocked first aid kit. The center practiced emergency drills as required. The center had completed radon testing as required. The center had completed an annual fuel burning appliance inspection and had a carbon monoxide detector.

The center utilizes Creative Curriculum. The center takes a walking field trip to the Assisted Living Facility for a costume party.

The center's policies, licensing notebook, staff files and child files were reviewed. The center had all required postings. The center communicates with parents by via: ProCare.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

- The center accepts Child Care Assistance.
- Child files and staff files were in full compliance.
- The center hired a cleaning crew to help maintain the building.
- The center is able to hire quality employees since they are able to offer insurance and retirement.
- The center remodeled two storage rooms into an additional classroom to meet the needs of child care in the community.

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

109.8(2)e: At least one staff is present in every room where children are resting. If ratio reduced to one staff per room during nap time, does not exceed one hour and ratio in center is still maintained. Ratio in infant rooms is always maintained.
-A staff member left one staff with five children under two years on two separate occasions. Ratio in the infant room must always be maintained.

109.10(3)c: For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription.
-An allergy action plan stated that a child needed Zyrtec. The center did not have this. They also did not have parental authorization to administer the Zyrtec or EpiPen. Please review the following: <https://hhs.iowa.gov/media/2855/download?inline=> and <https://hhs.iowa.gov/media/2801/download?inline=>

V. SPECIAL NOTES/RECOMMENDATIONS:

The center director established a working relationship with CCR&R and the nurse consultant. Significant progress was made, and they have been removed off the provisional license. Based upon this review, it is recommended that this center remain in Full licensing status. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period.

The following agencies are available to provide consultation, support, and educational opportunities:
CACFP: <https://educateiowa.gov/pk-12/nutrition-programs/child-and-adult-care-food-program>
Child Care Resource and Referral: https://iowaccrr.org/staff/region_5/
Early Childhood Iowa: <https://earlychildhood.iowa.gov/>
First Children's Finance: <https://www.firstchildrensfinance.org/>
Healthy Child Care Nurse Consultants: <https://hhs.iowa.gov/hcci/consultants>
Iowa AEYC: <http://www.iowaaeyc.org/>
Iowa After School Alliance: <https://www.iowaafterschoolalliance.org/>
Iowa State University: <https://www.extension.iastate.edu/humansciences/early-childhood>
4c's of Johnson County: <https://www.iowa4cs.com/>

*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.

