Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Grow-N-Glow Preschool

Provider No.: 21190

Address: 304 E Main St, New London, IA, 52645

County: Henry

Director's Name: Allison Bergman

On-Site Supervisor: Shannon Mohr

Phone Number: 3193675303

E-Mail: growngloweschool@gmail.com

HHS Visit Date: 10/10/2025

Licensing Period: 01/01/2026 to 01/01/2028

Fire Inspection:

Date Inspected: 12/03/2024

Comments: due every 3 years, performed by State Fire Inspector Damien Dawson

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

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Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General				31	31
Summer					0

1. Basic Overview

Grow N Glow Preschool is a well-established preschool located in a classroom in a downtown area of the small community of New London. Grow-n-Glow Preschool is located in the basement of the New London Community Building (the former New London Christian Church). The main floor of the building is occupied by a community recreation center and meeting rooms. The preschool offers three early childhood education classes, one for three and four year old children and two serving for four and five year old children. This is a well established preschool that has been providing services since 1986.

The Director, Allison Bergman has a BA in Leisure, Youth and Human Services with 5 years in home non-registered daycare experience. This is the 9th year that Allison will serve as Director to the program. In 2021 Shannon Mohr was appointed On Site Supervisor. She meets the 75 points required for this position.

The preschool is owned and operated by Ms. Bergman. The Center currently employees 5 staff. Allison is present consistently and appears to be an active leader. Staffing at this preschool is usually one staff to 4-5 children.

On 10/10/25 I made an unannounced licensiing visit to Grow N Glow Preschool and followed up with the Director.

Past visits have 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.

The preschool room is within the building and can only be accessed by first entering the community building. Allison meets the parents at their cars and takes the child to the staff indoors. The child is met by another staff member, then staff also checks in the student in the basement area and notes this on the child’s picture area. When a visitor arrives they must enter the front door, as all other doors are locked.

The center reports the following in regard to their learning philosophy: The curriculum utilized is Creative Curriculum. Lesson plans are posted outside the office daily that go along with the theme of the week.

PRESCHOOL OBSERVATION:

The preschool consists of one large, open main classroom, four adjoining classrooms (one containing blocks and manipulatives, one for dramatic play, one for art and art projects, and one containing a children's literature library and quiet study area), an office, and restrooms. The program area is clean, bright, and attractive and contains a sufficient variety of child sized furniture, equipment, toys, games, and activities for the children. The room was been repainted and rearranged. The room is attractive and open. The Block Room develops thinking, strategy planning and teamwork in building structures. Planes, trains and automobiles are available for play. A train table is present, as well as a tool bench and several

dinosaurs. We discussed that if any shelving units were found to be unstable that they should be removed or secured. The House Room allows children to roll play. They have the ability to dress up in play clothes, play house, a small kitchen area is available, a grocery shopping area, take their pet to the vet, and a salon area to get hair and nails done. Available in this room are also dolls, hats, food, dishes and play phones. The Art Room encourages creativity, staff work with children on fine motor skills with scissors, writing and coloring. They also explore with paints, stencils, markers, crayons, glue, marker boards, and many other craft supplies. The classrooms are clean, bright, attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The preschool is self-contained with its own phone, restrooms, snack preparation and storage area, and direct exit to the outdoors. The Library Room encourages reading with several well organized books and bean bags to sit in. Puzzles and puppets are available in this room. I also observed a Computer Center and a Listening Center as well as a Snack Center and Writing Center. Calendar and weather stations were on the walls.

A storage room is also present which contains the copy machine, and supplies for crafts and projects. It appeared to be very well organized. I inspected the furnace room. Storage was also observed in this room. Items in the furnace room were several feet away from the furnace units. Children are not allowed access to this room. Staff personal belongings are kept in the office. The children have a large coat hanging area near the back entrance. The classroom does have a phone but no immediate outdoor exits. Two bathrooms are available for the children. Both bathrooms contain sinks and toilets. The boys' room also houses the water heater . It is locked so only teachers have access. Cleaning supplies are also kept in this room on a top shelf not accessible to the children. Both bathrooms were observed. The children have separate bathrooms. Sufficient toileting articles and hand washing supplies were observed. Hand washing posters are above every sink in the center.

CENTER NUTRITION PRACTICES:

Parents provide snacks for the preschool program on a rotating basis. Information regarding appropriate snacks is provided to parents at the beginning of the year. Snack records indicate that minimum nutritional requirements are not met. The Center is not a participant in the food program. The monthly calendar posted in the "Snack Space" contains the snack rotation. All foods should be well labeled on the menus.

The preschool has a small snack preparation area and refrigerator in the large classroom. Snack preparation, is completed by staff. Room temperature and cold food storage appeared to be adequate. Thermometers are in both units. Recommended cooling temperatures are 40 degrees or below. Recommended freezing temperatures are zero degrees or below. I observed several appropriate snack items in the refrigerator.

The Center practices family style dining. Children dine at child size tables and sit in small chairs. During snack staff sit with the children and eat. These are sanitized using Clorox Anywhere.

Food waste containers were covered.

CENTER HEALTH AND SAFETY:

A thorough inspection of all rooms and bathrooms were conducted. Medication is stored in the locked closet and only staff is allowed to access it. The center has sufficient forms for getting parent authorization and documentation of medications to be given if needed or prescribed. Medications (including sunscreen) are stored in the original containers and should have physician/pharmacist directions and label intact. Medication is inaccessible to the public and the center is able to provide documentation of medication given. Rescue medications are also inaccessible to the public if on site, but in an area that is easily accessible if needed quickly. Allergy Action Plans are required for any child with allergies.

We discussed regulations regarding storage and maintenance of a labeled first aid kit. First-aid supplies were present to address minor trauma. The kit was labeled. The kit is taken outdoors on walking field trips or to the outdoor play area. The kit should not be kept in a drawer accessible to the children. The Director agreed to put child locks on the drawer.

A designated ill or injured area in the house room is utilized for ill children where they may lay down. If children are injured they sit at the table with an ice pack until parents can arrive.

Environmental testing and maintenance of necessary detection equipment were reviewed. Radon testing is due every five years. The center has gas furnaces so an annual fuel burning appliance inspection is required annually. Several carbon-

monoxide detectors were observed on-site in several rooms. Room lighting consists of adequate interior lighting. One programmable thermometer is in the room for temperature control and staff report it works well. The center is on city water. As a result, a private analysis is not required. The building was constructed in 1999 so a lead paint assessment is not required.

General safety regulations and implementation were reviewed. No pets or plants are in the building. Space requirements which are 35 square feet of usable floor space per child are followed. The program uses no volunteers or subs. To ensure supervision is tantamount no more than one child at a time should be allowed into the train as staff are not able to see into the train. We discussed this. Ratio is always best practice and often children get one on one time with staff or 1:6 or less throughout the day.

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.

All lower cabinets had child locks. Electrical outlets were adequately covered in each room. Staff personal belongings were stored out of the children's reach. Cleaning supplies and other toxic material were out of the children's reach. The Director was going to send her cleaners to CCNC Granaman to review. Children do not nap at the preschool.

Tornado and fire drills should be practiced and documented once a month as required. They are posted near the children's coat area per my observation. September drills were not documented.

I reviewed required policies and procedures regarding sanitation. All rooms are cleaned weekly by teachers. Clorox Anywhere is used to sanitize and disinfect surfaces. The Director reported they usually allow it to dwell for several minutes more than what is recommended on the bottle.

Hand washing practice is in accordance with regulations. Program staff are aware of hand washing requirements.

CENTER PLAYGROUND:

The preschool outdoor play area is new. Playground inspections should be completed monthly. September inspections were not documented. The Child Care Center Weather Watch is utilized if outdoor play is questionable due to varying weather conditions.

Preschool Transportation/Field Trips:

On occasion the program takes field trips by foot to the local fire department 3 blocks away. They also walk to the school or library to get outdoor time. Permission slips are in each student's file. Parents are encouraged to attend trips and visit the center during regular activities. The Center does not provide transportation. Field trip ratios are always followed. Parents provide transportation to and from the program daily.

CENTER ADMINISTRATIVE RECORDS:

Child misbehavior is typically addressed by redirection or letting the child make better choices.

Required notices and postings were present. Fire and tornado evacuation postings are found by the back coat area. They have been added to every room. Emergency safety evacuation plans with maps should be posted near each exit. Evacuation procedures were posted by the back door. Emergency numbers for Fire, Police, and Poison Control numbers with center address and phone number should be posted. A No Smoking sign is present where parents pick up and drop off children. The license is located outside the office door. A Mandatory Reporter posting is present. The preschool license to operate is located by the front entrance to the preschool as is consultant contact information.

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Child files were reviewed including current physicals and immunizations, emergency contact/pick up authorization information. The child files each have a quick check list attached, which makes finding documentation easy for the reader. Incident Reports are documented by a note to the parents and then filed in the child files. Incident reports are also kept on file. No incident meriting a documented incident/injury report has occurred this school year. Immunization records are typically audited by Public Health (Robin Poole) each December.

Staff files are reviewed including Iowa criminal background checks (due every two years) and National fingerprint checks (due every 4 years). Continuing education credits, CPR/First Aid (due every two years) Mandatory Reporting (due every 3 years), Universal Precaution training and staff physicals are also reviewed. Some staff are behind on Professional Development classes. Two staff are behind on an updated physicals.

Center policies appear to be working well and are adequately addressing child and parent needs. I reviewed required written policies provided to parents in the form of a parent handbook. I observed an Unlimited Access policy in the handbook. The Center does have a biting policy which is available in the handbook.

The Emergency Preparedness Plan was reviewed and is complete. Items for the kit have been purchased. Staff are trained on the EPP annually. The preschool shall develop procedures for annual staff and volunteer training on emergency plan. The plan was reviewed and signed last year at the end of the year after the HHS visit in October.

The Director agrees to contact CCR&R for additional assistance in the matters above or other identified areas if necessary.

2. Identify Observed Strengths of the program

The preschool has a parent advisory board.
The preschool provides a limited number of scholarships.
The preschool provides vision screening services to the children in cooperation with the local Lions Club.
The preschool provides dental screening and fluoride varnish services to the children in cooperation with the local county Department of Public Health.
The preschool participates in local celebrations by decorating a float for Redbud Days, helping with the community Thanksgiving feast, and the Holiday Downtown Stroll.
The Center strives to keep very high staff to child ratio, as was observed the day of this visit.
The preschool participates in Community Action and works closely with Cheryl Flatten.
The Center recently procured a radon mitigation system.
The Center is willing to work with CCR&R.
The Center employees have all been long term employees.
The Director and staff are cooperative and pleasant.
The Director attends ECI meetings on a monthly basis.
This center is QRS level 3 and may be working toward a level 4 next year.
The program is retaining staff by keeping group sizes small and ratio 1:5.

3. Identify the aspects that fall below the standard

1. Sing checks have all been completed as of 12/19/25. CORRECTED
2. All fingerprints have been sent off and results received as of 12/19/25. CORRECTED
3. Staff have begun to take required training hours including PD hours due annually, Mandatory Reporter Training. The other half will be completed in January per Director Bergman on 12/19/25.
4. Two staff need updated physicals.
5. The fuel burning appliances inspection has been completed as of 10/21/25. CORRECTED

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

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5. Special Notes/Recommendations

Based upon this review, it is recommended that this center remain in Full licensing status. It is important to note, all HHS 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.

HHS encourages you to contact 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. Tabitha Copeland is your Child Care Consultant: http://www.iowaccrr.org/who_we_are/region_5/ CCR&R has agreed to conduct drop in visits to this facility and provide assistance for any identified matters. Consultant Copeland met with the Director in November 2023 to provide consultation after the HHS October visit. She stated, "Hello Allison and thank you for letting me visit. We will plan on my reaching out yearly to help with files and paperwork in October if that will work for you. Below is a recap of today's visit and what we addressed. Jill is cc'd in this so she will know and if she has feedback, she will share. I suggest you inform Jill as these items are addressed or found.
I will say that it was a delight watching you and staff work with the children while I was in the office.

Site book: Needs a copy of the Annual Fuel burning and equipment check for the facility. Allison shared that one is done but the church recently switched companies that do this and the new one didn't give the church a copy if I understood correctly. Allison is going to speak the them about reaching out and telling the company they need a list of what was inspected when specifically around the fuel burning and other required checks.

Suggested to keep updated Employee list and get rid of old ones to avoid confusion. Also update employees in iPower

Staff files: Some staff need physicals, updated UP, Mandatory reporter, CPR 1st aid and current training hours need put in files or updated on iPower. We discussed the importance of keeping staff iPowers up to date going forward for trainings. If they are done with the Mandatory reporter and just need to print copies of the certificates they can log on to MCART and print them. All staff have Essentials either in file or that can be seen on iPower

Noted there is a training sheet in the site book that lists recent trainings for staff but certificates are not in files and they do not seem to be in iPower. Discussed updating iPower and getting trainings into proper places. It could be concluded that trainings are done based on the sheet filled out in her licensing book but certificates are not in the files or iPower so they are waiting to be filed somewhere. We discussed her finding them and updating files and iPower. I have offered to help with this.

Childs files: Did not do but noted she has a system in place from previous years that checks all needed HHS requirements. It was my understanding that the CCNC is coming in to do immunizations soon.

SING and Fingerprinting: Saw current SING for all staff. Allison has new fingerprint cards and background checks ready to mail with her licensing application. In the HHS site book, it is noted that most staff had the Fingerprints done in Jan 2020 and one in 2022, I believe, on the training sheet that is also in the book. Was unable to confirm current Fingerprints done but Allison says they were and she will locate the information and update the information.

Playground check and other monthly checks: Gave newest copies of monthly checks for first aid kit, playground, emergency drills Employee/Vunenterer statement. Discussed how to fill out and when.

Solution to paperwork issues is that Allison will go through the paperwork collections she has at the preschool and find the needed materials or get things filed and updated as needed. I plan to touch base with her in early fall going forward to support her in making sure things are up to date and files prior to licensing visit.

Allison please let me know how to support you has you address these things and please let me know if I missed or misunderstood something.

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Thank you again for letting me come and support you. It was a pleasure. "

Date: 12/19/2025

HHS Licensing Consultant: Jill Seibert

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.