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

Name of Center: Circle of Care-St Patrick Catholic School **Enrollment:** 74 **License ID No. (Reapplications)** 22605

Street: 615 Washington St **City:** Cedar Falls Iowa **Zip** 50613 **County:** Black Hawk

Mailing Address: 615 Washington St, Cedar Falls, IA, 50613

Director's Name: Jon Wiebers **Phone Number:** 319-277-6781

On-Site Supervisor(s): Luella Jorgensen **E-Mail:** lhackett@cfcatholicschool.org

Date(s) of Visit:

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

LICENSING VISITS

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

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

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

Date Inspected: 06-18-2021

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: 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	0	0	15	60	75
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2021 to 05-01-2023
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 01-09-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/19/22 I made an unannounced off year licensing visit to Circle of Care-St. Patrick Catholic School in Cedar Falls. I met with Lynette Hackett, the director and principal at St. Patrick Catholic School. Ms. Hackett started with the program in August 2018. I also met with Luella Jorgensen, the on-site supervisor. Ms. Jorgensen has a BA in philosophy/theology/education and a MA in reading specialist. The program employs eight staff members. There are two staff members present during the morning hours of operation and three staff members present during the afternoon hours of operation. This program had been operating under the Department of Education and transitioned to be licensed under the Department of Human Services in May 2015.

Circle of Care operates out of the St. Patrick Catholic School library/multi-purpose room. They also use the school cafeteria to eat breakfast and an afternoon snack. An inspection of the room was completed. The program is in operation when school is in operation. It operates Monday through Friday. It opens at 6:45 am and provides care until school starts at 8:05 am. The preschool children are bussed over to Clover Patch Day Care at 8:10 am. It then operates after school 3:20-5:30 pm. There is an early out on Wednesdays so after school care starts at 1:30 pm. During the morning hours the program cares for preschool and school-aged children. After school, the program only cares for school-aged children. There are currently 74 children enrolled.

The program operates out of one room. Windows provide natural lighting. The centers observed include library, blocks, Legos, games, art, math and puzzles. Materials were in good condition. The materials are stored in closets in the library and taken out and placed at child level so they are easily accessible to the children.

I visited the program during the morning hours of operation. The program was in ratio during my visit. The children arrive and are checked in. They engage in free play until it is time to go to the school cafeteria for breakfast. Not all children go to breakfast, the children can make the decision whether to go or not. After breakfast, the older children return to the space until school starts and they go outside. The preschool children remain in the space until the bus arrives.

The children have use of bathrooms in the school. There are two bathrooms in the hallway on the way to the cafeteria. The girl's bathroom has three toilets and two sinks and the boy's bathroom has two toilets, two urinals and two sinks. Handwashing procedures were posted. There are additional bathrooms in the school. There is a sink in the library/multi-purpose room. Handwashing procedures were posted.

The program follows the Child and Adult Care Food Program (CACFP) guidelines through the school. The children are provided the option of eating breakfast in the school cafeteria in the morning and they are provided a snack in the afternoon. Snacks, including the drinks, are being documented and were available for review. The children use hand sanitizer prior to eating.

Children eat breakfast and snack in the cafeteria. A staff member was walking the children who choose to eat breakfast down to the cafeteria and then returning to the program room. A staff member must remain in the cafeteria with the children to supervise them and then walk them back to the program room. Currently children are returning to the program

space alone when they finish eating breakfast. This cannot occur. Ms. Hackett states the cook is part of the child care program so she can supervise the children while they are eating. She will make arrangements for the cook or another staff member to walk the children back to the program space. You must remain in ratio in both the cafeteria space and the library/multi-purpose room.

School cafeteria staff are responsible for cleaning and sanitizing the food tables in the cafeteria. R-T-U Quaternary FCS Sanitizer is being used on the food tables.

There was a phone with emergency numbers posted. Emergency fire and tornado procedures and evacuation diagrams were posted by the program door that leads to the school but were not posted near the outdoor exit. You must post the evacuation diagram near the entrance used by the children when they arrive and depart. This was cited in last year's report also and must be corrected. A daily schedule was posted.

The parent information was previously located on a bulletin board inside the entrance. It was taken down to have a place to hang face shields for the children. A parent board is mandated by DHS licensing standards and must have the mandatory reporter poster and child care consultant and the handbook posted. The license was conspicuously hung. I have cited this when I visited the program in 2020 and 2021 and it still has not been corrected. It should be noted that parents are not entering the building. You must correct this immediately. A no-smoking sign was posted at the entrance.

I reviewed documentation of monthly fire and tornado drills. The drills are only being conducted in the afternoon. They must also be practiced during the morning hours on occasion. This was noted in last year's report also. The program is not documenting monthly playground inspections. These are mandated and you must start completing them immediately. This was noted in last year's report also. I did email Ms. Hackett two sample forms that can be used. Ms. Hackett states the maintenance man does complete playground inspections each month but they do not keep documentation.

A radon test was completed in March 2022 and must be repeated in two years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site, near the sink. Outlets were protected. The fire marshal inspection occurred on 06/18/21.

Staff members were observed to have terrific interaction with the children. They offered the children choices for activities. They were actively playing with the preschool children. Staff members moved around the program space to talk with the children and provide supervision. The children seemed to enjoy and feel comfortable in the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program has a Quality Rating System (QRS) level of 1 which expires on 03/31/24.

The preschool children can ride the bus over to Clover Patch Day Care.

Ms. Hackett states the children are happy at their program.

Ms. Hackett states they have Hartman Reserve and the Grout Museum come to the program every Wednesday afternoon to do activities with the children.

Ms. Hackett states they have after school clubs that work with the Circle of Care program. As an example, the children can participate in Lego League, health and fitness group, a cooking class, book clubs, a hummingbird unit, etc. Parents and other volunteers run the clubs for an hour after school for the children to do activities.

There was terrific interaction between the staff members and children while I was present.

The program meets a need for parents who need care for their children before and after school. The program also provides transportation for the preschool children to Clover Patch Daycare.

The program utilizes college students from the University of Northern Iowa to as staff members.

Luella Jorgensen has been involved with this program for many years.

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

109.4(3)a: Postings are required for:The certificate of license.Notice of exposure to communicable disease.Notice of

decision to deny, suspend, or revoke center license or reduce to provisional status.All postings shall be conspicuously placed at main entrance of center.

109.4(3)b: Postings are required for:Mandatory reporter requirements.Notice of availability of handbook.Program activities.These shall be posted in area frequented by parents or public.

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)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.

V. SPECIAL NOTES/RECOMMENDATIONS:

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

Ms. Hackett is retiring at the end of this school year so a new director will be named.

An administrative change is being made to name Jon Wiebers, the principal of St. Patrick Catholic School, as the director of the program. He became the principal this past fall.

*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.