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

Name of Center: Drake University Head Start - Knoxville **Enrollment:** 13 **License ID No. (Reapplications)** 52448

Street: 714 Willets Drive **City:** Knoxville Iowa **Zip** 50138 **County:** Marion

Mailing Address: 3800 Merle Hay Rd Ste 323, Des Moines, IA, 50310

Director's Name: Lisa Proctor **Phone Number:** 515-271-1854

On-Site Supervisor(s): Danielle Walburn and Kiim Puetz **E-Mail:** lisa.proctor@drake.edu

Date(s) of Visit: 02-26-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 02-14-2024

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

Date Inspected: 01-22-2024

Comments : due every three years, conducted by State Fire Marshal Curt Seddon

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 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			15		15
Summer					0

QRS Rating: 3

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2024 to 03-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 03-14-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

The Knoxville Head Start program has been in operation since 1984. The program has been closed the past few years and reopened in 2024 in a new location. The preschool is located in a single classroom behind a church on the edge of Knoxville. This program provides all day session five days a week and follows the school district schedule on days off. This program is administered by Drake University Head Start.

An unannounced off year visit was completed on 2/26/25. I met with Ms. Winn and OSS Puetz. The program was in session. The preschool has three employees the Director, Lisa Proctor who is located in the Des Moines office, Danielle Wellburn and Dianna Winn. Ms. Winn is the teacher's assistant for the preschool and is earning a CDA. The family service worker is not onsite but visits the program and meets with families. One person present must qualify for On Site Supervisor and be present daily. Danielle Wellburn has served as Family Service Worker the past two years and served as OSS for two years before the program served children remotely. She holds a BA in Elementary Early Childhood, Social Studies and Reading with a K-6 endorsement. Danielle Walburn is the lead teacher for the preschool and also serves as the On Site Supervisor. The fall of 2019 was her first year of teaching. The program also has the support of Holly Marasco, M.Ed. Education and Disabilities Program Manager who assisted me with records prior to Permission To Open.

The visit 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 contains books, games, papers, crafts and other supplies kept in piles around the perimeter of the room. Space requirements should allow each child to have 35 square feet of usable floor space. This is occurring. Capacity for the program is 15.

It is equipped with a variety of child sized furniture, equipment, toys, games, and activities for the children. The classroom is not self-contained. It has a phone and small restroom, and direct access to the outside. The curriculum is Creative Curriculum. Interest centers available to the children include blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, art, music and movement, science and discovery, sensory table, puppet theater, and computer area.

Ratio is typically 1:7 which is excellent.

Program Nutrition Practices Observed:

Snack and lunch is served. We discussed some of the snacks served do not meet CACFP guidelines. Staff agreed to check into this further. I asked Consultant O'Holloran to reach out to the program regarding snacks. The program/lunch has a refrigerator and a small kitchenette for food preparation and storage. The children do not have access to this area as a barrier is present. The children throw snack and lunch remains away in a covered waste basket that is taken out by the Director daily.

The children wash hands prior to snack and lunch. I observed both the dry and cold food storage. A thermometer is in the refrigerator. The freezer component also contained a thermometer. No food was stored on the floor. No outdated or expired food items were found. No open food items were present. Program staff prepare meals and lunch and follow Head Start menus.

Program Health and Safety:

The program does not administer prescription or non-prescription medication unless it is emergency medication. We discussed ways to keep emergency medication inaccessible to the children but accessible to staff. Currently no children enrolled have allergies or require emergency medication.

Storage and maintenance of a first aid kit were adequate. The labeled First Aid kit is kept hanging on a nail on the wall inaccessible to children. Incident and injury reports are also available on site and should be kept with the kit. The kit contains basic first aid supplies and the items list is present.

Environmental testing and the maintenance of any necessary detection equipment standards were reviewed. The carbon monoxide detector is an UL approved non-battery-operated detector. It should be noted each model has an expiration date that should be checked. An adequate amount of lighting is provided by overhead fluorescent lighting and natural lighting from large windows. The building the preschool is housed in does contain fuel burning appliances, so an inspection is mandatory. A propane tank heats the building. An inspection is needed. Ventilation and air quality was adequate on the visit.

Radon testing is due every five years. A test was recently conducted. If results come back with a rate under 4 pCi/L the building is in compliance. The building was constructed in 1970s. It was recently remodeled. A lead-based paint visual assessment is not necessary as no paint surfaces were present prior to the program moving in. Head Start maintenance assesses the building annually and documents the assessment.

General regulations regarding safety and sanitation policies and procedures were reviewed. I observed the restroom connected to the classroom. The preschool is using safe chemicals for disinfecting and use soap and water to sanitize. These products are both EPA and Iowa Department of Public Health approved for sanitizing and disinfecting in a childcare setting. This is best practice and duly noted.

Emergency plans and drills for fire and tornado were complete and thorough. Completed fire and tornado drills and evacuation postings are hanging on the inside door wall.

Regulations regarding staff and child hand washing were reviewed.

Program Playground:

The preschool has an outdoor play component on the side of the building. No play equipment is present, but many activities can be held outdoors. They include sidewalk chalk activities, water tables, etc.... First aid kits, emergency contacts and emergency medications are taken outdoors when the children go outdoors.

The Child Care Weather Watch should be utilized on days when outdoor play is questionable due to weather conditions. Outdoor play area inspections should be conducted and documented monthly.

Preschool Transportation Arrangements/Field Trips:

The church campus is available for visits and would not be considered a field trip. A first aid kit would be taken along. The program provides no transportation and does not take field trips.

Preschool Administrative Records:

Child misbehavior is addressed by positive reinforcement and direct instruction in conflict resolution techniques. Conflict resolution techniques are modeled for children at the beginning of the year and are encouraged and reinforced during the school year. Staff and I discussed how staff present choices to the children and do not use time outs. Staff have many years of experience, so behavior management is not typically an issue.

Required notices and postings and required written policies are provided to parents in the form of a parent handbook. The preschool has a biting policy and an unlimited access policy. We discussed emergency policies. The newly required Emergency Preparedness Plan is complete. If evacuation must occur the nearby Church (Community Christ) is available for refuge.

Staff records and child records are examined annually. Staff records were present but were outdated. National Fingerprint

checks (due every four years) and Iowa Criminal background checks (due every 2 years) should be reviewed. Staff should be up to date on CPR and First Aid, Mandatory Reporter (recertification should occur every 3 years) training. Head Start indicated they would provide the information and send to the Department for review.

Iowa Department of Public Health conducts immunization checks each year All children enrolled in the program have updated physicals. Food allergy action plans will be placed in child files and posted when necessary. All other requirements such as pick up authorizations, emergency contacts, dental and medical contact information, and field trip authorizations were present in each file.

Regulations regarding required notices and postings were reviewed. Policies written are available to parents when they are given the handbook upon entry to the program. The preschool daily schedule is hanging on the bulletin board as are the emergency procedures. A No Smoking sign is hanging in the entry along with the mandatory reporter posting, license consultant information and the center license.

Completed incident/injury reports should be placed in child files as they occur.

The center has a specific Emergency Preparedness Plan. Both staff train on the plan every year and sign and date acknowledgment of such.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

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

1. 109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans. Staff agreed to review the Emergency Preparedness Plan and sign and date acknowledgement of such.

2. 109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. Sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.

Cots were spaced too close together. The room will have to be rearranged each day to accommodate space for children to have at least 2 feet apart. The exits are blocked due to little storage space in the building. Griddles are not allowed in licensed childcare facilities.

3. 109.11(7)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted. Testing should be sent in. If results are over 4 pci/L please contact IDPH.

4. 109.6(5)c Undergo record check process if:

It is included in meeting the required child/staff ratio.
Has direct responsibility for a child or children.
Has access to child or children when no other staff is present.

HHS requested staff files including SING checks, fingerprint results, professional development hours, mandatory reporter training and CPR/1st Aid training the date of the visit. HHS followed up requesting records again in March. OSS Kiim Puetz indicated on 3/11/25 she would contact HR and have them send HHS records of dates of trainings and background checks. As of March 14th, no staff records have been provided. They should be onsite so HHS can review updated files and criminal background checks. Should Head Start not provide the information the program will be placed on a Corrective Action Plan until the issue is resolved.

All deficiencies were discussed with onsite staff. Head Start will ensure all areas identified are corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center begin in Full licensing status. The center is directed to correct the items 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.

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. Mandi Lauderman is the Child Care Nurse Consultant for the program. I reached out to CCNC Lauderman on 4/16/24 and asked her to make contact with the facility so they are aware of her consultation services. She indicated she would contact Director Proctor, who's contact information I provided that date.

The past year CCNC Laduerman provided the following: Completed a health and safety assessment and completed the signature form for IQ4K with Knoxville Head start. I completed the assessment on September 25, 2024 and then had two additional follow up visits.

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. Please visit the following website to find out who your consultant is: http://www.iowaccrr.org/who_we_are/region_5/ Brenda O'Holloran is the child care consultant for this program. They understand they may access these services at any time. She reached out to the program in April to provide consultation services. They may phone or email her at anytime for consultation.

Brenda reported the following contact for the past year:

4/29/24 The Head Start is a program that I tried to do a visit with, but when I got there the person I made the appointment with was absent and so they didn't want me to come inside as it was nap time. I would be able to support the program on-site, Jenny Schreck from our Regional office has been working virtually with Drake Head Start Administrative team to submit their IQ4K application.

*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.