Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: St Paul's Lutheran Early Childhood Center

Provider No.: 3453

Address: 1500 N 16th St, Council Bluffs, IA, 51501

County: Pottawattamie

Director's Name: Rebecca Heinicke

On-Site Supervisor:

Phone Number: 7123223294

E-Mail: becca.heinicke@spiecc.org

HHS Visit Date: 07/09/2026

Licensing Period: 09/01/2026 to 09/01/2028

Fire Inspection:

Date Inspected: 09/12/2023

Comments: Fire inspections are due every three years. Please get me a new fire inspection by 9/12/26.

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:30 AM to 5:30 PM		
Tuesday	6:30 AM to 5:30 PM		
Wednesday	6:30 AM to 5:30 PM		
Thursday	6:30 AM to 5:30 PM		
Friday	6:30 AM to 5:30 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	8	35	52	30	125
Summer					0

1. Basic Overview

An unannounced licensing visit was made to St. Paul's Lutheran Early Childhood Center on 7/9/26. The center is a large one-story brick building located in a business/residential area in Council Bluffs. Rebecca Heinicke is the director. She came to the center in March 2022. Glenda Hedlund is the administrative assistant. Preschool and child care services are offered to infants to preschool age from 6:30 AM to 5:30 PM Monday through Friday. Services are offered to school age children during the summer. The mission is "St. Paul's Lutheran Early Childhood Center is committed to excellence by providing a Christ-centered learning environment for children and families". There are 49 children enrolled in the center. I met with Rebecca during my visit.

Observation of rooms:
There are six programming rooms. All rooms looked great and were in ratio. Each room has a fun variety of age and developmentally appropriate toys and equipment. There is also a large commons area/chapel area that is used for many activities. The children were having fun participating in a variety of activities. Staff had excellent interactions with the children. I observed staff eating with the children. I also observed staff on the floor with the children actively engaging with them. Staff are very creative, positive, and attentive to the needs of the children. The infant daily sheets looked good. The center uses the Brightwheel child care app. The lead teacher in each programming room prepares the weekly themed lesson/activity plans. The school age room needs lesson plans/activities. Early Learning Standards, Handwriting Without Tears, and First Steps in Music are used for curriculum. They also use Experience Curriculum for the three-year-old room which is provided through Brightwheel. The center has excellent resources and equipment for staff to use. The children attend chapel two days a week. There is music class for toddlers and older on Mondays and every other Friday. In the Toddler 1 Room, I observed a staff change a diaper and then put Vaseline or some type of ointment on the child legs and arms with the same gloves that were used to change the diaper. I made a referral to the Child Care Nurse Consultant to

address this with the center.

Nutrition:
The children bring their own lunch each day. Many refrigerators and freezers need thermometers. Please put thermometers in every refrigerator and freezer and monitor the temperatures. The center provides the daily snacks. Please make sure the snacks follow the CACFP food guidelines even though you are not on the federal food program. Menus were posted and are also on the Brightwheel App. Proper food storage was not being used. I observed a sleeve of crackers that was not sealed. Please make sure all food is sealed in an airtight container after opening and dated.

Health and safety:
Monthly fire and tornado drills are practiced and documented. In the Preschool 3 Room there was an EpiPen that was locked in a cabinet. All emergency medications must not be locked and easily accessible to staff. They need to be inaccessible to children. Rebecca is the only person with medication administration certification. She mentioned she would like one more person certified. I made a referral to the Child Care Nurse Consultant for this. Radon testing was done in two rooms in July 2022. The scores were under 4.0 pCi/L. Radon testing is needed in all programming rooms. Please complete radon testing in all rooms the children use. The kitchen has a sink, but the center has not been using the three-step process for washing dishes. The director said they would begin using the three-step process now that they know what is expected. The center uses Purell Surface for sanitizing and Oxivir Tb for disinfecting. Please use the three-step bottle procedure for sanitizing and disinfecting: 1. Soap and water for cleaning, 2. Water for rinsing, and 3. Your EPA and child care approved product for sanitizing and disinfecting. Rooms with diaper changing stations should have two sets of bottles: one set for sanitizing and one for disinfecting. Toys in the infant room are sanitized at least daily. The annual fuel burning inspection was completed on 12/30/25. The center has gas furnace and water heater. There are bathrooms located both in the front of the building and at the back of the building. There is a diaper changing station in the girl's restroom at the back of the building. Please make sure to escort children to and from the restrooms. Every room has an emergency backpack and a first aid kit. The center does not have an emergency preparedness kit. I provided Rebecca with a list of supplies needed and resources on how to handle emergencies. I also made a referral to Child Care Resource and Referral to help make sure the center has thorough emergency policies and a fully stocked emergency kit.

The infant and toddler rooms use portable sinks. Portable sinks aren't recommended due to not being able to follow manufacturer instructions, bacteria with the water tanks, etc. Please talk with your child care nurse consultant. *** This information was previously noted in licensing evaluations. The center has portable sinks in two rooms. These aren't recommended due to health hazards with bacteria in the tanks. You need to follow the manufacturer instructions regarding proper cleaning and water usage for washing hands. The tanks are very heavy for staff. I am recommending that you look at other alternatives for handwashing i.e. have plumbed sinks installed in the rooms. Rebecca said they are unable to afford any plumbing improvements for the rooms at this time.

Playground:
There is a nice large playground area that is fenced. It is split into two age groups; one for under three years old and one for three years old and older. There are a variety of activities outside including riding toys, climbing structures, swings, sandbox, sensory table, grassy area, etc. The children bring their own helmets for the riding toys. Rubber mulch is used for fall surfacing. Monthly playground inspections were being completed.

Transportation:
The center doesn't provide daily transportation services.

Administrative records:
Seven children's files were reviewed. Two did not have emergency contact information for next of kin. The parents only listed themselves as emergency contacts. Please review all children's files and have them updated with the required DHHS information. Four staff files were reviewed and only one was complete. One was missing the SING record check and two were missing the FBI fingerprint record checks. One was missing Universal Precautions and one was missing a current physical exam. Please complete all background checks immediately. Rebecca has monthly staff meetings and maintains regular contact with staff. The center is considering participating in the IQ4K program. Each program room provides a monthly newsletter to the parents in their room. These are in Brightwheel and hard copies are provided.

2. Identify Observed Strengths of the program

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Rebecca is very proud of the center. The center is a wonderful resource for the community. The programming rooms look great. Staff had excellent interactions with the children. They are creative, positive, and attentive to the needs of the children. The board is very supportive. The center has received grants for equipment, supplies, etc. All programming rooms have their own refrigerator. Rebecca identified their strengths as being Christian based with weekly chapel, they use First Steps in Music curriculum, staff engagement, and they bring in guests such as a therapy dog and Pottawattamie County Conservation.

3. Identify the aspects that fall below the standard

109.6(4)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs. Four staff files were reviewed and only one was complete. One was missing the SING record check and two were missing the FBI fingerprint record checks. One was missing Universal Precautions and one was missing a current physical exam.

109.9(2)a-c: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care as well as who can pick up the child as authorized by the parent. Seven children's files were reviewed. Two did not have emergency contact information for next of kin. The parents only listed themselves as emergency contacts.

109.10(1): Medications: The center shall have written procedures for dispensing, storage, and authorization, and recording of all prescription and non-prescription medications. Staff must be over 18 to administer medication. 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. For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given. For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription. Staff shall not provide medications to a child if pre-service/orientation training for medication management has not been completed. One child has an EpiPen and it was in a locked cabinet. All rescue medications should not be locked, be easily accessible to staff, yet inaccessible to children.

109.11(8)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. Radon testing has not been completed in all rooms of the center. Only two rooms have been tested and that was in 2022.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents. The school age room did not have lesson plans.

109.12(4)b: Each infant and toddler shall be diapered in a sanitary manner as frequently as needed at a central diapering area. Diapering, sanitation, and hand-washing procedures shall be posted and implemented in every diapering area. There shall be at least one changing table for every 15 infants. I observed a staff change a diaper and then put Vaseline or some type of ointment on the child legs and arms with the same gloves that were used to change the diaper.

109.13(5)a: Sufficient refrigeration appropriate to perishable food is provided. Not all refrigerators and freezers have thermometers. All refrigerators and freezers should have thermometers and the temperature should be monitored. Not all of the food was being properly stored.

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

5. Special Notes/Recommendations

A full license is recommended for 9/1/26 to 9/1/28.

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Targeted Assessment Behavior Management
I discussed with Rebecca her oversight of behavior management related to helping childcare staff: 1. Understand expectations, 2. Managing frustrations, 3. Monitor performance. Rebecca said most lead teachers have PBIS training. They are implementing Love and Logic. There are walkie-talkies in every room and staff will call for help if needed. Rebecca walks through the building so she is able to tell if staff are getting frustrated. She is also able to hear what is going on from her office. There are cameras in most rooms.

I made a referral to Child Care Resource and Referral to help make sure the center has thorough emergency policies and a fully stocked emergency kit.

Date: 07/22/2026

HHS Licensing Consultant: Tausha Bottorff

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**.