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

Name of Center: Harmony Head Start **Enrollment:** 16 **License ID No. (Reapplications)** 48243

Street: 33727 Route J40 **City:** Farmington Iowa **Zip** 52626 **County:** Van Buren

Mailing Address: PO Box 658, Ottumwa, IA, 52501

Director's Name: Liz Fairchild **Phone Number:** 641-682-8741

On-Site Supervisor(s): Morgan Small **E-Mail:** lfairchild@sieda.org

Date(s) of Visit: 09-09-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 01-20-2023

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

Date Inspected: 07-09-2020

Comments : due every 3 years, completed by State Fire Marshall 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 X Other 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			16		16
Summer					0

QRS Rating: 3

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2023 to 08-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 10-14-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Harmony Head Start is located at in rural Farmington at the Harmony Elementary School. The center was established as a partnership between Southern Iowa Economic Development Association (SIEDA) and the Harmony School District. The location in this school began in 2017. It consists of one classroom within the school building. The class has access to the school gymnasium and restrooms.

On 9/9/24 I made an unannounced off year visit to Harmony Head Start and met with teaching staff. Lead teacher/OSS Rayeanne Farris and teacher assistant Amanda Anderson were present. Morgan Small is the lead onsite supervisor over this site. Ms. Small rotates between Douds Head Start, Appanoose Co. Head Start, Davis Co. Head Start and Harmony Head Start sites. She exceeds requirements as on site supervisor. She has held the OSS position for SIEDA Head Start at various facilities since 2016. Prior to accepting the OSS position she taught Head Start for 7 years in Missouri. At times she must work in ratio. Since Ms. Small is not able to be present at least 6 hours per day due to other job responsibilities, Head Start added both teachers as On site supervisors who also qualify as on site supervisors with combined years of experience in childcare and child development training hours.

The center Director of this program is Elizabeth Fairchild. Ms. Fairchild was an onsite supervisor for Head Start prior to taking this position several years ago. Ms. Fairchild has a BA degree in K-6 Elementary Education and years of experience in Head Start programs. She was formerly a Head Start teacher for 4 years and was a Center Supervisor for 6 years. She currently directs Keokuk, Mahaska, Jefferson, Davis, Van Buren, Douds, Wapello programs, Appanoose County programs, as well as Harmony and the Cardinal Community Partnership.

RayeAnn Farris-Teacher, Child Care Technician Certificate has been with Head Start since 2015.
Amanda Anderson- Teacher Assistant has been employed with Head Start since 2020.

Shawnda Starr has a BA and is the Family Service worker for the program. She visits the program frequently.

The preschool room is within the school and can only be accessed by first entering the school building. The program moved to a larger room last year. It is spacious and contains a small kitchen area and sink. Visitors to the center can only enter the main school entrance. The main entrance doors are locked and anyone visiting must be buzzed in. The preschool room door is shut during the day. All children are signed in and out. Head Start staff reported that if need be, the preschool will go on lock-down to assure child safety.

The Head Start Mission Statement is: Helping people. Changing lives. Building communities.

The Head Start Philosophy for Preschool is: We believe that a child's culture and family provide the foundation upon which the child's social competence develops. We believe that parents are the primary educators of their children and the experts on their child's development. Parents and teachers work together in partnership to address the needs and holistic growth of each child so that learning will be supported in the home and at school.

Program Observations:

The program is a full day Head Start with one relatively large classroom. The classroom is self-contained. The classroom is bright, clean, and attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The curriculum is Creative Curriculum. Interest centers available to the children include: blocks, dramatic play, children's literature, toys and games, puzzles and small manipulatives, music and movement, art, science and discovery, sensory tables, and computer area. On various visits I have observed children in free play and self-selected activities as well as music, nap time, and signing in circle time.

The classroom has a parent board. Books, hard surface toys, and creative dramatics are present. Materials were organized and child accessible. The center appears to have an adequate amount of equipment for the children including toys and games, activities that appear to be of high quality.

SEIDA follows a 1:8 ratio.

Center Nutrition Practices Observed:

The program practices family style dining. All meals are eaten in the cafeteria prepared by the school district. The program is not participating in the CACFP program. Menus are posted. Food was stored appropriately in the refrigerator and freezer. Thermometers were present. No food was expired. All open food was stored in sealed bags or containers.

Kitchen staff do dishes in a commercial grade sanitizer.

If any child in the program has food allergies, an allergy action plan must be present. IDPH CCNC can assist the center in developing a plan if need arise. The plans should be posted in the classroom for staff to reference in case of an emergency.

Center Health and Safety:

Prescription and non-prescription medication procedures at the center are in accordance with licensing regulations, physician directions, and parental consent. A School Nurse is available 5 days a week. The OSS agreed to keep emergency medication in the classroom so it can be taken around campus with the child in case of an emergency.

Regulations regarding storage and maintenance of a first aid kit were reviewed. The labeled First Aid Kits were accessible to adults only. All items included from the latest list issued in 2015 is in the kit. Most items were present. An ill/injured area is the nurse's office. Children access an restroom down the hall from the classroom.

Regulations regarding environmental testing and the maintenance of any necessary detection equipment were reviewed. A new carbon monoxide detector was purchased and is in the preschool room. In case it should become unplugged, an alarm is sounded. Radon testing is mandatory. Updated testing is due every five years. Testing is conducted at least every other years and the recorded level is below 4 pCiL. The Fuel Burning Appliance Inspection is no longer needed since the school has no fuel burning appliances or heat sources. The School is on Rural Water, so water testing is not required. A visual Lead Paint assessment is not required since the building was constructed after 1971. The windows in the school are new and can be opened. Ventilation was not an issue the day of the visit.

General regulations regarding safety were reviewed. The program has volunteers. I sent a copy of the DHS approved volunteer form on 12/10/2014. 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 substitutes responsibilities as a mandatory reporter.

We discussed space requirements which are 35 square feet of usable floor space per child. Tall cabinetry have been secured so it is not a potential toppling hazards.

Regulations regarding emergency plans and drills for fire and tornado were reviewed. Drills are recorded monthly and sent in to administration.

Sanitation policies and procedures were discussed. The preschool practices tooth brushing after snacks and meals. Toothbrushes were adequately stored and kept out of the reach of the children. Food waste containers were covered.

The program should annually review IDPH recommendations for sanitizing and disinfecting. The program should use an approved disinfectant in the toileting areas vs. a sanitizer for food surfaces.

Regulations regarding staff and child hand washing were reviewed and hand washing posters and adequate supplies noted.

Center Playground:

The program may use the school track as an outdoor play space. The designated outdoor play area is down the hallway and out a side door of the building. The children hold hands and are always accompanied by 2 adults. A lagoon is approximately 50 yards from the doorway so supervision is tantamount from the building to the outdoor play area. The children may utilize a large grassy area in the middle of the Elementary School track. Play equipment is nearby for school age children that the children are not allowed to access. Preschool age equipment has been added the past year. The local CCNC may conduct an Injury Prevention Checklist upon request.

All outdoor toys should be inspected prior to spring and toys discarded or repaired if cracked, chipped or missing pedals, handlebars or other issues that could cause injury. Completed playground inspections were present. The Child Care Weather Watch is utilized if outdoor play is questionable due to varying weather conditions.

The First Aid Kit is taken out each time the children go for walks or utilize the outdoor play area. Outdoor space requirements are 75 square feet per child. This should be followed when children are playing in the shed for gross motor activities.

Center Transportation Arrangements/Field Trips:

The school provides transportation for the children for field trip purposes. They do not take walking field trips. Parents sign field trip authorizations when children are enrolled in the program. First Aid kits and emergency contact information, as well as a CPR certified staff are present on walking field trips. Emergency medication is also taken.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavior Interventions and Supports which establishes a separate behavior intervention plan for each child depending on the level of the child's social skills. Interventions include verbal reminders of appropriate behavior, direct instruction in problem solving skills, redirection, planned ignoring, positive reinforcement of appropriate behavior, and short time out periods of age appropriate length.

Incident reports are on file. Carbon copies of the incident reports are sent home with the parents. Staff and child records are complete and well organized. All children have current immunizations and physicals. The children are not allowed to participate in the program without either one. Also reviewed were current emergency contact/pick up authorization information as well as current medical and dental provider information. Family support workers gather this information from the family on home visits prior to the child starting the program.

All staff for this program have current training, physicals and criminal background checks. No staff in the program are under 18 years of age. Katie Thompson, Child Development Center Coordinator and Child Development Administrative Assistant for Sieda Community Action (main office based out of Ottumwa) provided me with staff records on 10/8/24. It should be noted that SIEDA has an history of excellent record keeping and rarely are staff missing any training requirements or background checks. This is duly noted.

Required written policies are provided to parents in the form of a parent handbook. Evacuation of immobile children is in the handbook under EVACUATION OF BUILDING. The handbook also contains a biting policy, limited access policies and unlimited access policies. An Emergency Preparedness Plan for the building has been developed. It is recommended that the center build an emergency preparedness kit in case of emergency. The program has a specific Emergency Preparedness Plan and trains on it annually. . They have signed and dated acknowledgement of such within the past year per my observation.

Required postings were present including Mandatory Reporter information, Child Care Consultant posting, No Smoking signage and the DHS License.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program has worked with Child Care Resource and Referral in the past.

The center sends a monthly newsletter to parents.

The center provides vision screening services to the children in cooperation with the local Lions Club.

The center provides Brigance screening services to the children to monitor physical, emotional, and social growth.

The center provides hearing screening services to the children by a SIEDA nurse.

Parent teacher conferences are held twice a year.

Ratio is a strength.

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

1. 109.10(3): The center shall have written procedures for dispensing, storage, and authorization, and recording of all prescription and non-prescription medications. Emergency medication shall be located with the child as he or she moves through the building, (lunch room, gym, outdoors, etc..) The OSS agreed to talk with the school nurse to ensure medication is kept with the child in case an emergency occurs.

2. 109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans. The OSS agreed to conduct training on the EPP and have Harmony staff sign and date acknowledgement of such.

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. Records shall be maintained for current and previous year. August drills were not completed. The program did not start until part way through August. They resumed in September and the OSS agrees to continue these monthly.

3. 109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept. Inspections had not been conducted since February. The OSS agreed to resume these.

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this Head Start remain in Full licensing status. The center is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. 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. Please visit the following website for more information. http://idph.iowa.gov/hcci/consultants Amy Hayes is your Child Care Nurse Consultant.

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the HHS 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 for more information: http://www.iowaccrr.org. Malia Love is your consultant.

The center has access to Iowa Department of Public Health CCNC services and Child Care Resource & Referral services. These services should be utilized frequently. This program has history of very few violations year after year. This is recognized.

*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.