Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Mediapolis Childcare & Preschool

Provider No.: 33053

Address: 841 N Northfield ST, Mediapolis, IA, 52637

County: Des Moines

Director's Name: Kassia J. Nollen

On-Site Supervisor: Morgan Wilson

Phone Number: 3193943060

E-Mail: mediapolischildcare@gmail.com

HHS Visit Date: 02/26/2026

Licensing Period: 08/01/2026 to 08/01/2028

Fire Inspection:

Date Inspected: 10/01/2025

Comments: completed by State Fire Marshall Amy Fratzke, due every 3 years

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	6:00 AM to 6:00 PM		
Tuesday	6:00 AM to 6:00 PM		
Wednesday	6:00 AM to 6:00 PM		
Thursday	6:00 AM to 6:00 PM		
Friday	6:00 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	16	12	37	41	106
Summer					0

1. Basic Overview

Mediapolis Childcare and Preschool is a newer constructed child care center located on the campus of Mediapolis Community Schools on the outskirts of Mediapolis and next to the local recreation center. The building is one story, and handicapped accessible. It has been a licensed center since 2010. The center is owned and operated by a community not for profit corporation with a local board of directors. The school district collaborated with the corporation in planning and funding the center and has a close working relationship with the center. The center offers full day child care for children ages infant through school age and an early childhood educational program from ages 6 weeks - 12 years, 3 Year Old Preschool, 4 Year Old Preschool, and Before & After School. The hours of operation are 6 AM - 6 PM Monday-Friday. The program accepts full time, part time, and drop in enrollment. The center consist of an infant classroom, one year old room, toddler classroom, preschool age classroom, early childhood education classroom, a central "commons" area used for a school age child care program, kitchen, staff break room, and director's office. The center also has an interior room reinforced by concrete walls designed as a storm shelter. Approximately 80 children are enrolled.

The center director is Kassia J. Nollen. Ms. Nollen was a preschool teacher in the center from 2010 until 2014. She was then promoted to Director. Ms. Nollen has a BA in Elementary Education with a K-8 Reading Endorsement and 20 years of experience in licensed care centers including Play Time Day Care and Preschool and Mediapolis Child Care. The center On Site Supervisor for the program is Morgan Wilson. Ms. Wilson has an AA and has been a center employee since 2016. She was promoted to OSS in 2019. OSS Wilson should send an OSS request in IPOWER.

I arrived at the center on 2/26/26 to conduct an unannounced licensing visit and observed all program areas at that time. Staff were actively engaged in providing child care. I met with Director Nollen.

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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.

Center FOOD AND NUTRITION:

The center participates in the CACFP. They have a moderate sized kitchen. Food is stored following CACFP standards in a pantry area and within the kitchen itself. The areas were clean the date of the visit. Refrigerator units and freezers contain thermometers. Open food is stored in sealed containers. No expired food was present. Menus are posted and foods served appear to meet CACFP guidelines. Food allergies are posted. Diet modification sheets are present when required.

Center HEALTH AND SAFETY:

Medication is kept in each classroom in a locked cabinet. Emergency medications are kept unlocked, but inaccessible to children indoors and outdoors. The Director is aware all medication must have a pharmacy/ physician label intact. Every room has a fully stocked first aid kit. Staff are now checking their own first aid bags monthly with the new First Aid Kit Checklist from 2022.. We discussed allergies and required forms. Over the counter medication and adjoining medication paperwork were reviewed. The center keeps very little OTC medication on site. Monthly fire and tornado drills should be practiced and documented each month. An annual furnace inspection is due annually and conducted each fall. Carbon monoxide detectors are present on opposite ends of the building. They are plug in and UL approved as required.

Radon testing is required every five years and it is recommended the testing be done during the winter months when the ground is frozen. A test kit is to be placed in every room serving children except kitchens, bathrooms and laundry areas. Testing is current and below 4 pciL. The building was constructed after 1971 therefor a lead based paint assessment is not required.

We discussed Safe Sleep requirements. The program worked with CCNC Granaman and CCR&R Consultant Jodi Norton in the past on Safe Sleep and took a Safe Sleep course. Staff were positioned in the napping room as infants were sleeping. All Safe Sleep requirements were met the date of the visit.

Center PLAYGROUND:

The center has a large connected outdoor play area containing climbing equipment. The space is fenced and directly behind the center. The Childcare Outdoor Weather Watch is consulted when weather conditions are questionable for outdoor play. A first aid kit is always taken outdoors along with emergency medication and emergency contacts.

Monthly playground inspections are documented monthly.

Center TRANSPORTATION/FIELD TRIPS:

The center does not provide transportation. Walking field trips may be taken around school campus or the community if staff are able to maintain ratio. First aid kits should be taken as well as emergency contacts. Fieldtrip authorizations are signed by parents. Ratio for field trips is followed.

Center ADMINISTRATIVE RECORDS:

All required posting were observed. This includes notice of being mandatory reporters of abuse, contact information for licensing consultant, fire and tornado evacuation diagrams, and no smoking signage. The center has a lengthy parent and staff handbook stating center policies. Communicable diseases were posted the date of the visit.

Child files and the file tracking sheet are reviewed annually. Parents sign annual updates at the beginning of the school year. Files include immunizations, current physicals (annually), emergency contacts, medical and dental information and pick up authorizations. The Director stated, " There is a designated signature & date spot at the bottom of each form. We have them complete each form annually. I know we've discussed that they could just review the file and sign and date again to verify the information is the same but we have not move to that yet." All child files must have parent signatures updating the file each year.

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Staff files are reviewed annually. The program typically employs approximately 20 staff. Staff are utilizing I POWER. Reviewed are fingerprints due every 4 years, SING checks due every 2 years, a physical due every 3 years, CPR/1st Aid training due every 2 years, Mandatory Reporter Training (3 years), and professional development training (annually).

The discipline policy uses redirection and positive reinforcement.

We discussed the use of incident/injury reports.

The center utilizes Creative Curriculum in all classrooms. Curriculum should be implemented daily and lesson plans followed.

The center has mostly full time employees all over 18 years old.

Emergency policies and procedures (emergency preparedness plan) are being reviewed every year. Staff sign and date acknowledgment of such.

2. Identify Observed Strengths of the program

A few employees are currently participating in the WAGE$ and T.E.A.C.H. programs.

The Director stated, "Most employees have been with our program for several years."

The center applies for Grants.

The center has a good relationship with the local school and community.

3. Identify the aspects that fall below the standard

1. 109.7(1): All staff (within first three months of employment):Iowa's training for the mandatory reporting of child abuse.At least one hour of training regarding universal precautions.Certification in First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute, or MEDIC First Aid or an equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed. Ten out of eleven staff files reviewed either these staff did not have Essentials or 6 updated PD hours annually, or CPR/First Aid, or MR or UP training. HHS made a referral to CCR&R regarding assisting the Director to develop a training plan for staff.

2. 109.10(13)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. Drills have not been documented since October.

109.10(13)c: Center shall develop procedures for annual staff and volunteer training on emergency plans. Staff should be trained on the EPP and sign and date acknowledgement of such.

3. 109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept. Inspections have not been documented since October.

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. The center is directed to correct the items listed in Section IV. The director gave me a verbal commitment that all licensing standards will continue to be met throughout the year. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period. The center is aware and has engaged with services provided from IDPH and CCR&R in the past.

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. Nancy Granaman is the Child Care Nurse Consultant for the program. CCNC Granaman stated on 8/1/24, "I did a Health and Safety Checklist in July of 23 (FY24). I have done several health and safety calls with her regarding illness/ exclusion policy since then with a drop in visit on March 6. Kassia was covering the infant sleeping room to meet ratio at the time, so staffing issues are ongoing. A case of gloves was given at that time.

I plan to visit in the coming months and have an Infectious Disease in Child Care Manual for her.

A health and safety checklist was done with Heidi on Nov. 20, 2024 with follow up visit in Dec. I did a drop in visit April 25. I do talk with Kassia frequently, most often to discuss illnesses/exclusion and her health policies.

I believe she is ready to submit her IQ4K application in August.

This past year she stated the following was provided, "I did a H&S late in 24 with Heidi which was done early for their IQ4K reapplication. Since that time, I have made drop in visits in April and July. A playground checklist for her grant request was done in October, and Medication Administration recertification for two staff was given as well during that visit.

I continue to give Kassia assistance on a regular basis via phone/email regarding illnesses and her exclusion policy."

Nancy Granaman, RN
Des Moines County Child Care Nurse Consultant"

HHS encourages you to contact Child Care Resource and Referral. 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 to find out who your consultant is: http://www.iowaccrr.org/who_we_are/region_5/ Tabitha Copeland is the child care consultant for this program.

In 2024 she stated on 8/1/24, "I was there earlier this month to help in the infant toddler room on 7-3-24. Left resources and also sent them some things to assist staff with supervision on pool days Other than that, several conversations on training like ERS and others to assist with maintaining or increasing their IQ4K rating.

In 2025 she stated. "I was last onsite 10-8-2024 to do a book nook reading for the program in several rooms."

The following support has been given to the program over the last year
1-10-25 Emails to support use of the WORKDAY training for mandatory reporter trainings and length of time child and staff files need to be kept. COMM 204 support given
8-27-25 email on Fingerprint questions, given support COMM 204 and sent SING instructions
10-21-25 on-site visit to answer general questions on IQ4K process and trainings for staff
12-5-25 email Support of transition as previous director, Jill K, steps down
1-2-26 Email from new director Kelsey Liska and discussion on supporting as she gets settled.
1-5-26 phone discussion with Kelsey on trainings and items to help with transition
1-26-26 On-site co-visit with CCC Emmeka Hawkins to go over HHS regulations, safe sleep, ratios COMM 204 and other items as she takes over. Introduced to Emmeka Hawkins as new consultant.

All other communication has been around general things like IQ4K and iPower assistance to update staff files. 3 general

contacts via email and call beyond the last on-site visit."

Tabitha Copeland
Child Care Consultant
Child Care Resource & Referral of Southeast Iowa
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The Director and I discussed child behaviors and program strategies.

How do you help staff understand the expectation associated with behavior management?
Behavior management expectations are reviewed in detail during new staff orientation, including our written Behavior Guidance Policy and prohibited practices. Expectations are reinforced through ongoing staff meetings, modeling within classrooms, and real-time coaching. We use specific examples, role-playing, and review of classroom scenarios to ensure staff understand what appropriate redirection looks and sounds like. Staff also sign acknowledgment of our policy and are reminded that calm, respectful interaction is a non-negotiable expectation.

How do you help staff recognize their frustration and respond with de-escalation?
Staff are encouraged to be self-aware and recognize early signs of stress such as tone changes, physical tension, or impatience. We discuss appropriate de-escalation strategies including taking deep breaths, stepping away briefly when ratio allows, switching roles with another staff member, or requesting support from administration. We reinforce that asking for help is a professional responsibility. Emotional regulation is discussed during orientation and revisited regularly, especially following challenging incidents.

How do you monitor these skills and expectations?
I conduct routine classroom walkthroughs and observations to monitor tone of voice, redirection techniques, and overall classroom climate. When concerns arise; I meet with the staff member to review expectations, provide coaching, and document follow-up steps. Behavior

Date: 03/05/2026

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**.