

RECOMMENDATION FOR LICENSE:	
X	FULL license from 11-01-2018 to 11-01-2020
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Amy Lyons

Date: 11-01-2018

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

Not applicable.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Hand in Hand operates several programs throughout the community offering a variety of early learning experiences and child care opportunities to help meet the needs of families and children. Specifically, Hand in Hand - Westfield has been in operation since August, 2016. Hand in Hand - Westfield is located inside Westfield Elementary School. Current enrollment is 98.

Hand in Hand multi-site owner and director is Kathy Pruitt. Ms. Pruitt is the original creator and owner of the Hand in Hand sites. Ms. Pruitt holds a degree in Early Childhood Education and Business Management. Ms. Pruitt has achieved the National Administrators Credential (NAC) and is a member of National Association for the Education of Young Children (NAEYC). Hand in Hand multi-site school-age coordinator is Katie Little. Ms. Little has a BA degree in nursing and marketing management as well as over 2 years of experience working with children. On-site supervisor Chalet Brown has over 10 years of experience working with children and continues to participate in much child development related training.

On 10/26/2018, all program space was observed.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Hand in Hand operates numerous sites throughout the community. Hand in Hand offers many different childcare and early learning opportunities to meet the needs of families and children throughout the community.

Hand in Hand has the following website for families and the community to learn more about their programs: <http://handinhandinc.com>.

A new management multi-site school-age coordinator position was recently established. Hand in Hand multi-site school-age coordinator is Katie Little. Ms. Little has a BA degree in nursing and marketing management as well as over 2 years experience working with children. Ms. Little is often at the sites helping ensure administrative items are tended to as required and providing assistance as needed.

Since the last review, the program obtained a new on-site supervisor. On-site supervisor Ms. Brown has over 10 years of experience working with children and has been a Hand in Hand employee for over 6 years. Ms. Brown talked about being proud of the structure and consistent routines she has brought to the program.

Hand in Hand - Westfield has support from the school district. The school building is well-maintained. The program collaborates often with the school custodial staff, school administration, school nurse, and school food service personnel to help ensure the children's space is safe and sanitary each day. The school kitchen is inspected at least annually by the health department.

Hand in Hand - Westfield has an organized parent/program communication center that includes required postings and child sign-in/sign-out information. Hand in Hand has monthly newsletters that include program reminders and curriculum

information.

The program offers a character counts curriculum as well as a reading incentive program called "Reading Rainbow". Hand in Hand - Westfield also has a homework help component with motivational rewards. Ms. Brown discussed incorporating "kindness matters" and problem solving concepts into programming. Ms. Brown talked about a recent craft in which children painted "kindness rocks" and placed them in front of the school building. Ms. Brown also reported allowing older children opportunities to be leaders by helping younger children with reading, puzzles, etc.

Hand in Hand incorporates many hands-on learning opportunities which include guest speakers, on-site enrichment experiences, and summer off-site field trip events. Ms. Brown has a STEM and curriculum binder that include cooking and crafting projects.

On the day of the monitoring visit, staff were nurturing and attentive to the children's needs. Children had access to program materials (including books, imaginative play options, Legos, table top games, individual electronics, and seasonal themed word search/game puzzle sheets). Staff engaged in activities with the children and presented materials in an enthusiastic manner. Staff encouraged each child to try different activities and to share program supplies. Staff utilized the teaching of PBIS when needed. Many words of encouragement could be heard throughout the monitoring visit. Children responded well to staff and appeared comfortable at the program.

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

109.9(1)e: All files contain documentation to indicate that ongoing staff requirements are met.

- One staff file reviewed lacked documentation of a DCI/fingerprint record check.
- One staff file reviewed lacked documentation of a current physical exam report with TB screening/testing.
- One staff file reviewed lacked documentation of required annual professional growth hours.

V. SPECIAL NOTES/RECOMMENDATIONS:

Ensure each child's personal items are stored separately and off the floor. This will help prevent the spread of respiratory illness as well as the spread of possible lice, bed bugs, etc.

A full license is issued. Thank you for the visit.

*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.