

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

Name of Center: W4C's North **Enrollment:** 60 **License ID No. (Reapplications)** 51749

Street: 1991 O'Donnell RD STE 132 **City:** Williamsburg Iowa **Zip** 52361 **County:** Iowa

Mailing Address: PO Box 837, Williamsburg, IA, 52361

Director's Name: Michelle Koenighain **Phone Number:** 319-668-9515

On-Site Supervisor(s): Mary Long **E-Mail:** sjoseph@williamsburgchildcare.com

Date(s) of Visit: 04-28-2025

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:** 04-04-2024

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

Date Inspected: 11-13-2023

Comments : due every 3 years, conducted by State Fire Marshal Trevor Kabala

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X **Profit** **Non-Profit** NA

Accreditation: **Accredited** **NAEYC** **NSACA** **Other** X **NA**

Program Serves: X **Infants (0-23 mo.)** X **2 Years** X **Preschool-Age** X **School-Age**
Get-Well **Evening Care** X **Special Needs**

SCHEDULE: X **Year-round** **School-Year** **Summer Only**

HOURS:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>
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LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	50	34	20		104
Summer					0

QRS Rating: 2

RECOMMENDATION FOR LICENSE:	
X	FULL license from 05-01-2024 to 05-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert
 Date: 08-27-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

W4C's North child care center is a new center (2022). It is located in a portion of the Williamsburg Premium Outlet Mall in Williamsburg. It was remodeled specifically for child care. The center is owned and operated by a community group Ms. Michelle Koenighain is the new Director (December 2024). She was formerly the program On Site Supervisor for 3 years. Prior to that she taught preschool for several years in the program. She holds a Bachelors Degree in Early Childhood Education and an AA in Disabilities Service Careers. A Business Office Manager assists with many aspects of the business operation. Several staff in the facility could be designated as a person in charge if the Director or OSS is not present. Mary Long is the appointed onsite supervisor and has held this position for 6 years at the sister center. She has been employed at W4Cs South since 2015. She possesses an Accounting Assistant Diploma (Associate) from the AIB College of Business. Several staff in the facility could be designated as a person in charge if the Director is not present. The center has a Business Office Manager to assist with many aspects of the business operation.

W4C's is governed by a Board of Directors. Community members serve on the board. Full day care is offered to children ages six weeks to three years old. When they meet preschool requirements the children go to the sister site. The Center offers childcare ages 6 weeks through 3 years including preschool and a school age program. The Center opens from 6:00 am to 6:30 pm Monday thru Friday. The building is secured by a locked door. You must have a badge to activate the door.

The program has a curriculum director and a dedicated center cook.

On 4 /28/25 all program space was observed on an unannounced off year visit. The center was in ratio in each room. All workers know the number of children they are supervising. I met with with Director Joseph at the sister site and On Site Supervisor Long in the building. The areas discussed, reviewed and noted consisted of classroom observations and activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Program Observations:

Square footage does not include cabinets or storage areas. The program contains separate rooms for infants through three year old rooms.

- capacity for each room:
- Yellow Duck 1 = 12, infants (6 weeks-8 months)
 - Yellow Duck 2 = 12, infants (6 weeks to 8 months)
 - Orange Gold Fish = 12, infants (8 months - 16 months)
 - Red Birds = 12, (16 months to 24 months)
 - Green Frog 1 = 14 (for new ratio limits of 1 to 7) (2 year olds)
 - Green Frog 2 = 14 (for new ratio limits (1to7) (2 year olds)
 - Brown Bears = 20 (for new ratio limits of 1-10) (3 year olds)

1. The area towards the front of the building Green Frog 1 is 697
2. The area up from Green Frogs 1 will be called Green Frog 2 and that is 667. (30 sq ft smaller than Green Frog 1)

The infant classrooms prepare and serve bottles and infant meals in the classroom. Infant Sheets are updated throughout the day online with childcare software. The data meets all requirements, including activities for the day. The infant rooms have a hand washing sink and a food prep sink.

The center also has a medium sized modern kitchen, staff break room, and director's office. The children do not have access to these areas. All classrooms are clean, bright, attractive, and equipped with a satisfactory variety of child sized furniture and equipment, toys, games and activities for the children. The classrooms are largely self-contained.

Center Nutrition:

The center serves breakfast, snacks, and a noon meal to the children. Meals and snacks are prepared in the sister center's kitchen and served by childcare staff. The kitchen has an exhaust system. Most snacks are ready to serve with no preparation by childcare staff like fruit, cheese, crackers. Meals are pre-plated for this young age group and served family style for older children. Staff sit with the children during mealtime. Meal patterns appear to meet minimum nutritional requirements. The Center is a part of the CACFP Food Program. The center has an eight week rotation menu. I observed both dry and cold/freezing food storage on both visits. No food was stored on the floor. The center has all new kitchen equipment.

Center Health and Safety:

The center Director, OSS and I reviewed prescription and non-prescription medication storage in accordance with licensing regulations, physician directions, and parental consent. Staff and child hand washing, storage and maintenance of a first aid kit, emergency plans and drills for fire and tornado, environmental testing and the maintenance of any necessary detection equipment, and general regulations regarding safety and sanitation policies and procedures were reviewed. Each classroom was clean. A Daily Cleaning checklist is posted each room and completed by staff. The Center's entrance and classroom interior doors have hinge guards installed to protect children's fingers from an accidental injury. The Center has a front door security system and camera to monitor and screen those entering the building. The parents and staff have programmed key swipe cards to get into the building.

Each room has its own first aid kit stored in the classroom backpack for easy access and portability. All kits should be labeled. Parents fill out a medication authorization form when medication needs to be administered at the Center. Only the director, supervisors or lead teachers are approved to administer non-emergent medication. Controlled substance medications are documented in three places. Extra copies of Accident reports and Health reports are in every room. Allergy information is posted in the kitchen, the rooms where the children are spending the day and on the room roster. Medical and allergy condition lists are present with the children's pictures included. Allergy Action Plans are present on each child with allergies. All allergy action plans are signed by parents and physicians. The plans are posted in the room where the child is given care so that staff may reference it in an emergency.

Monthly pest control comes in.

The center has a larger first aid kit in the office. Emergency routes are posted in the main hall and in the rooms. Hand washing procedures are posted near every hand washing sink. Chemicals are stored in rooms inaccessible to children. Further, the center uses chemicals approved for childcare. We discussed items should not be on the diaper changing table.

Radon testing was present with a level under 4 pCi/L. Updated testing is due every five years. The furnace and water heater inspections were up to date. Fuel burning appliances inspections are due annually. They were in the computer the date of the visit, but not printed off. Carbon monoxide detectors are throughout the building. The center is on city water. Each center room was very neat, organized and clean.

Tornado and fire drills had been conducted and documented monthly. .

Ill or injured children are separated from other classroom children and supervised while resting or until a parent can pick them up.

We discussed the use of boppy pillows. HHS sent them information from Heidi Hotvedt, CCNC.

We discussed what pets are allowable in childcare.

Center Playground:

The center has separate fenced and naturally shaded outdoor play areas for toddlers and preschool/school age children. It is

easily accessible and on the side of the building. There is a designated walking path from the building to the outdoor area. The mall will be adding speed bumps to the driving space behind the mall.

The playground has enough room to ensure all children playing in the area have at least 75 square feet each of space for gross motor activities. A first aid kit, emergency contacts, emergency medications are taken outdoors with the children. The Childcare Weather Watch is utilized when outdoor play is questionable due to varying weather conditions.

Playground inspections are conducted and documented monthly. This is not a pattern of disregard so will not be cited. However HHS provided consultation to OSS in charge of the inspections pointing out the missed inspection and how this can be remedied in the future.

The center installed new surfacing last year.

Center Transportation Arrangements/Field Trips:

The Center does not transport children at any time at this location. This program does not go on field trips.

Center Administrative Records:

The center utilizes positive discipline "that will encourage your child's self-esteem. Intimidation, ridicule, physical or corporal punishment will not be allowed.. Guidance and discipline are based on developing the child's positive self- image and self-control. Children are encouraged to use problem-solving skills and become independent thinkers and decision makers. Caregivers positively redirect inappropriate behavior. Brief, simple explanations are given for acceptable behavior. The staff is trained to give directions in a positive manner, and care is taken to prevent a child from developing a negative self-image. If it is necessary to administer discipline a disciplinary report will be sent home.

Regulations regarding required notices and postings are met. Required written policies are provided to parents in the form of a parent handbook.

Staff and child files are complete and well organized. Accident and injury reports will be clearly documented and signed by parents. When a child is suspected of having a communicable disease or condition such as, but not limited to, chicken pox, German measles, infectious hepatitis, measles, mumps, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria or meningitis, the Center posts at the front entrance and on each classroom door so parents are aware. Child files include updated physicals, immunization records, emergency contacts, pick up authorizations, dental and medical information.

All staff have updated physicals. Staff are current on fingerprints (due every 4 years), SING checks (2 years), Mandatory Reporter training (3 years), Universal Precautions training (annually), CPR/1st Aid training (every 2 years) and professional development (due annually).

Annual emergency training is conducted. Emergency numbers including 911 and Poison Control are posted near telephones in each room. Staff were trained on the plan and sign and date acknowledgement of such.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Child Care Nurse Consultant Mandi Lauderman visited on August 3rd for a walk through in 2022. She conducted a training on Safe Sleep in 2024 and has visited twice since that time. She assisted HHS with evaluating the program in March 2024. CCR&R Consultant Malia Love also visited the center prior to opening. The center submits a health and safety report to the board of directors at every meeting. They meet every other month. The center tracks all illnesses and keeps documentation.

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

V. SPECIAL NOTES/RECOMMENDATIONS:

The Director accessed Child Care Resource and Referral services for the past several years at her other program.

Iowa Department of Public Health Child Care Nurse Consultant Mani Lauderman performed an Injury Prevention Checklist

both outside and inside. This is best practice and is duly noted. CCNC Lauderman visited in March conducting a safe sleep training and medication administration training. She visited and the sister center in May 2023 and conducted a hand washing training. Many staff from both sites were at the trainings offered in each building. They have a visit planned for later this year.

The program has been working with the IJK Early Childhood Iowa Board in quality initiatives and obtaining licensing.

Based upon this review, it is recommended that this center begin 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 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. Please visit the following website for more information. <http://idph.iowa.gov/hcci/consultants>.

HHS encourages you to contact Child Care Resource and Referral consultant. 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 for more information: <http://www.iowaccrr.org> Malia Love is the facility consultant. She provided the following regarding contact made with the center the past year:

W4C's North Site (Made contact 12 times in the last year, listed below is on site visit)

8/26/2022- Toured the site, rooms looked great, discussed plans moving forward, updated i-Power and discussed IQ4K

1/17/2023- Met with Sandy, looked over policies, and toured rooms, they still looked good, clean and well-staffed.

7/25/23- Met with Sandy, discussed staff training and making a Professional Development plan for them. Did not tour building but said staffing was still good for both sites.

W4C's Original (Made contact 15 times in the last year, on site visits below)

1/17/23- Discussed Policies and Staffing. Was good on staff at the time. This was an IQ4K visit so we did not tour the building

7/25/23 Met and went over staffing and training here as well

*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.