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

Name of Center: A to Z Learning Center & Day Care-Donald **Enrollment:** 67 **License ID No. (Reapplications)** 21731

Street: 307 E Donald St **City:** Waterloo Iowa **Zip** 50703 **County:** Black Hawk

Mailing Address: 307 E Donald St, Waterloo, IA, 50703

Director's Name: Chris York **Phone Number:** 319-232-4325

On-Site Supervisor(s): Jessica Moffett **E-Mail:** atoz307donald@gmail.com, atoz4828@gmail.com

Date(s) of Visit: 06-13-2023

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:** 05-18-2023

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

Date Inspected: 12-12-2022

Comments :

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

Financial Type: X Profit Non-Profit NA

Accredition: 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 Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	11	16	40	12	79
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 07-01-2023 to 07-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 06-27-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 06/13/23 I made an unannounced licensing visit to A to Z Learning Center and Day Care-Donald Street in Waterloo. I met with Jessica Moffett, the on-site supervisor. She previously worked at a different A to Z site. She has been employed since May 2019 and became the on-site supervisor in June 2022. Moneka "Moe" McPherson is in charge when Ms. Moffett is not at the center. Ms. McPherson has been with A to Z since September 2014. The program employs ten staff members outside of Ms. Moffett.

A to Z Corporation operates four childcare centers in the Waterloo-Cedar Falls area. Chris York is the director of the centers. She has been involved with childcare for over thirty years and she has been the director of A to Z Learning Center and Day Care since it opened in 1991.

A to Z on Donald Street operates out of a free-standing building. The center operates Monday through Friday from 5:30 am until 6:00 pm. It serves children who are six weeks old through twelve-years-old. A to Z on Donald Street also houses the state voluntary four-year-old preschool program through the Waterloo Community School during the school year. Donita Schmitz is the teacher for the preschool. The preschool program operates Monday through Friday from 8:00 am until 10:00 am. There are currently 67 children enrolled at the center.

The program operates out of the following classrooms: Bear Cubs (6 weeks-12 months), Alligators (12-24 months), Monkeys (younger two-years-olds), Doodle Bugs (three-year-olds), Dinosaurs (three and four-year-olds), Jungle Friends (four-year-olds), Sea Creatures (four and five-year-olds), and Clowns (school-aged children). An inspection of each room was completed. Windows provide natural lighting and artificial lighting is also used. The rooms are decorated with pictures of the children, the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays were posted. There is an area for circle time in the rooms.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, woodworking, art, dramatic play, writing, math, science/discovery, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level, so they were easily accessible to the children.

A variety of resources are used to create lesson plans. Activities are developed around weekly themes. The themes are the same for the entire center. Lesson plans were available for review. Activity calendars were also posted in every room.

While I was in the infant room the children from the Monkey room (two-years-old) were going to walk through the infant room to walk to the playground. This cannot occur. Children two-years-old and older cannot be in the same room as children under the age of eighteen months. I also observed the staff member from the Alligator room leave her room to bring snack into the infant room. This left her room unattended briefly. This can never occur. I would recommend passing the snack through the door to the staff member in the infant room.

There was a phone with emergency numbers in the classrooms. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits throughout the center. A daily schedule was posted in each of the rooms.

The center has a Quality Rating System (QRS) level of 4 that expires on 03/31/24. The preschool program participates in the Iowa QPPS program.

The program participates in the Child and Adult Care Food Program (CACFP). The center provides the children with breakfast, lunch and a morning and afternoon snack. The center has a rotation of four menus. Dishes are returned to the kitchen to be washed using the three-step method. Menus were posted. There are two refrigerators and a chest freezer in the kitchen and thermometers were present. You need to place a thermometer in the freezer portion of the refrigerator in the kitchen. The thermometer in the upright freezer appears to be broken and should be replaced.

In the infant room the center provides one brand of formula, baby food and cereal. They are washing and sanitizing bottles in the room. There is a refrigerator in the infant room and a thermometer was present.

The program uses bleach to sanitize the food tables and disinfect the changing tables. I discussed or observed diaper changes in the classrooms. In the Monkey room, soap and water must be used before the table is disinfected with bleach after every diaper change. This is not occurring. Additionally, rooms should not be re-using rags to clean and sanitize the changing tables or sanitize the food tables. Once a rag is used it must be discarded. The same rag cannot be used to clean and sanitize or disinfect.

Toys should be removed and sanitized when children place them in their mouths.

I reviewed documentation of monthly fire and tornado drills. There was no documentation for fire drills in July through December 2022 and no documentation for tornado drills in November or December 2022. I reviewed documentation of monthly playground inspections. A radon test was completed in February 2023. The results were within EPA guidelines. The annual fuel burning inspection could not be located the day of my visit. A carbon monoxide detector was on site and is located on all three levels. There is one in the Doodle Bug room on the wall and the Bear Cub room on the wall. The carbon monoxide detector could not be found in the Sea Creature room, but Ms. Moffett had an additional one to replace it. Outlets were protected. The fire marshal inspection occurred on 12/12/22.

The parent information is located on a bulletin board inside the entrance. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

The center has three fenced-in play areas. Wood chips are used for surface cushioning in two areas. The third area only has grass and no equipment. There is a smaller area for children ages two through five-years-old. There is climbing equipment with slides and a playhouse. There is a concrete area for riding toys. There are two smaller slides on the grass. These items have a fall height greater than 18 inches and must have fall surfacing under them. Place them on the woodchips or remove them.

The area for the older children has a larger piece of climbing equipment with slides and a tunnel, rocking toys, two small bicycle merry-go-rounds, a teeter totter, and small stationary items to climb on. There is a grassy area to play on. There is a concrete area for riding toys and a basketball hoop. Trees provide shade in both locations. There is a sandbox in this area, but Ms. Moffett states they do not use it and they are getting rid of it.

New wood chips are purchased each year.

Staff and children files were reviewed at the time of the licensing visit. I reviewed ten children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Two files did not provide adequate dental emergency contact information, one did not provide adequate doctor emergency contact information and one did not identify a hospital. There were three outdated physicals. One file did not have information on who could pick the child up because the child did not have an emergency card. There was not a pattern of disregard so this will not be cited. There were five missing immunization certificates and two invalid immunization certificates because they were not signed or dated by medical personnel.

I reviewed three staff files. One staff member did not have an Iowa background check. One staff member had an outdated mandatory reporter training. There was one missing physical and one physical was invalid because it was not on the mandated DHH employee physical form.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

Staff members were observed in the classrooms. I observed staff members work on flashcards with the children. They assisted with arts and crafts. Child friendly music was playing in the rooms. They were actively engaged in activities with the children on the playground. They used positive redirection when necessary. They also provided them with praise and encouraged them to try new things. The children appeared to enjoy themselves in the center.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Moffett states the program is doing good. She states the staff members they have are good, but they need more staff members.

Ms. Moffett states it is their priority to keep the children safe. They enjoy watching them learn and play.

The program has a Quality Rating System (QRS) level of 4 that expires on 03/31/24.

The center partners with the Waterloo School District to house the voluntary four-year-old preschool program and participates in the Iowa QPPS program.

The program has two vans and provides transportation to school-aged children to Highland, Lincoln, Cunningham and Carter schools.

They provide an active and fun summer for their school-age children that includes several field trips.

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

109.8(2)d: At least one staff shall be present in every room.Brief absence of staff person permitted for 5 or less minutes when another staff person is present.
I also observed the staff member from the Alligator room leave her room to bring snack into the infant room. This left her room unattended briefly. This can never occur. I would recommend passing the snack through the door to the staff member in the infant room.

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
Number not in compliance: 1
One staff member did not have an Iowa background check.

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
Number not in compliance: 2
There was one missing physical and one physical was invalid because it was not on the mandated DHH employee physical form.

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
Number not in compliance: 1
One staff member had an outdated mandatory reporter training.

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
Number not in compliance for medical: 1
Number not in compliance for dental: 2
Information lacking: Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Two files did not provide adequate dental emergency contact information, one did not provide adequate doctor emergency contact information and one did not identify a hospital.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number missing: 5

Number invalid: 2
There were five missing immunization certificates and two invalid immunization certificates because they were not signed or dated by medical personnel.

109.10(1)a: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
Number not in compliance: 3
There were three outdated physicals.

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.
There was no documentation for fire drills in July through December 2022 and no documentation for tornado drills in November or December 2022. Drills must be practiced and documented every month.

109.11(2): A safe and properly equipped area is provided for infants that does not allow for intrusion by children over two years of age.
Children over age two who remain in the infant area are placed at the recommendation of a physician or AEA due to a significant developmental delay. Children are placed for a limited time with DHS approval if doing so does not pose a threat to the infants.
While I was in the infant room the children from the Monkey room (two-years-old) were going to walk through the infant room to walk to the playground. This cannot occur. Children two-years-old and older cannot be in the same room as children under the age of eighteen months.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.
I discussed or observed diaper changes in the classrooms. In the Monkey room, soap and water must be used before the table is disinfected with bleach after every diaper change. This is not occurring. Additionally, rooms should not be re-using rags to clean and sanitize the changing tables or sanitize the food tables. Once a rag is used it must be discarded. The same rag cannot be used to clean and sanitize or disinfect. Toys should be removed and sanitized when children place them in their mouths.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.
The annual fuel burning inspection could not be located the day of my visit.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

*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.