Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Davis County Head Start

Provider No.: 25159

Address: 200 W Locust Room 33, Bloomfield, IA, 52537

County: Davis

Director's Name: Liz Fairchild

On-Site Supervisor: Morgan Small and Tammy Richardson

Phone Number: 6416828741

E-Mail: lfairchild@sieda.org

HHS Visit Date: 12/15/2025

Licensing Period: 12/01/2025 to 12/01/2027

**Fire Inspection:**

Date Inspected: 06/11/2025

Comments: due every 3 years performed by DIAL Damien Dawson

**Report Visit Type:**

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

**License Type:**

- [X] Full
- [ ] Provisional

**Quality initiative:**

Quality Rating: 3

- [ ] Accrediation

**Program Duration:**

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

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| HOURS: | *Year-round* | *School-Year* | *Summer Only* |
|---|---|---|---|
| Sunday | | | |
| Monday | | | |
| Tuesday | | 8:00 AM to 3:15 PM | |
| Wednesday | | 8:00 AM to 3:15 PM | |
| Thursday | | 8:00 AM to 3:15 PM | |
| Friday | | 8:00 AM to 3:15 PM | |
| Saturday | | | |

**Program Population Served:**

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

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Aged | Capacity |
|---|---|---|---|---|---|
| General | | | 16 | | 16 |
| Summer | | | | | 0 |

**1. Basic Overview**

Davis County Head Start is located in a single classroom in a refurbished single story brick building housing Wigwam Daycare and Preschool. The building is located in a residential area of Bloomfield. Head Starts rents the space from the daycare. The building was a former elementary school. The rest of the building is occupied by the daycare.

The building expands and is separated by a locked door connected to other community businesses such as a dance studio and a social center. The center shares the outdoor play area with the center. The 3 year old program is operated by Southern Iowa Economic Development Association (SIEDA), a not for profit community action agency. The center offers one full day Head Start program to three year old children during the school year.

The director of this program is Elizabeth Fairchild. Ms. Fairchild directs several Head Start programs in Southeast Iowa for SIEDA. Ms. Fairchild has been directing Head Start since 2015 and worked as an onsite supervisor for Head Start prior to this position at the Sigourney site. The on-site supervisor for this location is Morgan Small. Ms. Small oversees 4 sites. Ms. Small has a Bachelor of Arts in Human Sciences and Psychology minor and an AA in Early Childhood. She taught Head Start for seven years and worked in the school system for several years. Ms. Small directs under the leadership of Elizabeth Fairchild and has held this position since 2015. When Ms. Small is not present Tammy Richardson the nutrition aide is available to assist. She is present daily and has been employed with Head Start since 2020 as the nutrition aide. Prior to that she worked at a school district. Tammy qualified as OSS in 2024. Shawnda Starr, the Family Service Worker can also step in to assist as OSS if needed. She has been employed with SIEDA since 2014. A new TA was hired in 2023.

On 12/15/25 I made an unannounced licensing visit to Davis County Head Start and met FSW Shawnda Starr, and staff members. Other visits were made to the Head Start program and the other center in the building throughout the year. At

the time of the visits staff were actively engaged in providing the Head Start program to the children. OSS Small is filling in in the classrooms in the other sites when needed.

This program has been located at the present site since 2016. This program was operational in other locations in Bloomfield in past years (Davis County Elementary School and Davis County Daycare building). They will be relocating in 2016.

Program Observations:

The classroom is clean, bright, attractive and equipped with a satisfactory variety of child sized furniture and equipment. The classroom is self-contained with its own phone, restrooms, and outdoor exit. The curriculum is Creative Curriculum. Interest centers available to the children include: blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, art, music and movement, science and discovery, sensory tables, and computer area. A small kitchen area for food preparation is available, and restrooms are also present across the hall from the room. The room contains a hand washing sink.

The classroom seats approximately 20 children, 2 teachers and a nutrition aide. However, the program has chosen to keep class numbers at 16 for 2 staff and 1:8 ratio. This is best practice and is duly noted. The nutrition aide also assists throughout the day making ratio even less for a majority of the programming day.

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.

Program Nutrition Practices Observed:

The program provides breakfast, a mid-morning snack, lunch and pm snack. The program has well kept meal records indicating minimum nutritional requirements are met. CACFP requirements are followed daily.

Food allergies were posted in the kitchen. We discussed Allergy Action Plans.

Meals (breakfast and lunch) are prepared by Davis County Elementary kitchen staff and catered to the building. Head Start teachers prepare snack provided by Head Start. Snack guidelines follow the CACFP guidelines. Meals are served family style in the classroom and posted menus indicate that minimum nutritional requirements are met.

Head Start has a separate kitchen area that is not accessible to children. The food preparation area of the kitchen should be separate from eating, play, laundry, toilet, and bathroom areas and from areas where animals are permitted. The food preparation area is not used as a passageway while food is being prepared. Food preparation areas should be separated by a door, gate, counter, or room divider from areas the children use for activities unrelated to food. In all types of child care facilities, children should never be in the kitchen unless they are directly supervised by a caregiver/teacher. Children of preschool-age and older should be restricted from access to areas where hot food is being prepared. The area contains a microwave, a small refrigerator, several kitchen drawers. and a large sink area. Dishes are washed by hand by the 3 step method. A food warmer is also present. Children do not have access to this area.

The small refrigerator is in the kitchen area did contain a thermometer. Thermometers were present in both freezing and cooling units and checked daily. Safe food storage temperatures are 40 degrees and below for cooling and zero degrees and below for freezing.

Food preparation will be conducted in the the kitchen. Staff serve the children out of warmers delivered by the school. I observed dry and cold food storage. No food items were stored on the floor. No items were expired or opened and not resealed.

Food waste containers were covered.

Head Start Health and Safety:

Center administration of prescription and non-prescription medication in accordance with licensing regulations, physician directions, and parental consent. Medication is kept in the classroom or in the kitchen area if refrigeration is necessary and administered by staff. Emergency medication when on site is kept in an area inaccessible to children, but not locked. If

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children have allergies they must have an Allergy Action Plan on file signed by a physician. The room has an area designated where ill/injured children can rest until a parent arrives.

Storage and maintenance of a first aid kit was observed. A kit is present and a mobile kit is taken outdoors. Staff have the latest item checklist sent out by IDPH. The center has a labeled and fully stocked First Aid Kit and takes a mobile kit outdoors each time.. The program has a checklist to ensure all items are in the kit.

Environmental testing and the maintenance of necessary detection equipment were reviewed. The building has fuel burning appliances. A fuel burning appliances inspection was conducted by building owner and certified electrician Dan Wiegand in August 2025. These are due annually. Radon testing was conducted with a rate below 4 pCi/L. Radon testing is due every five years. A carbon monoxide detector is in the hallway. It should be noted that detectors have expiration dates, should be plug in and UL approved. Head Start is responsible to ensure it is not being utilized after the expiration date. The building is on City of Bloomfield water, therefore water analysis is not required. The former Elementary School was constructed prior to the 1960s so a lead based paint assessment is required. The assessment was conducted by building owner Traci Wiegand in August 2016 with no chipping paint noted throughout the building. It is Head Starts responsibility to monitor chipping paint in the areas of the building that they utilize. Updated lead based paint assessments have been updated several times the past few years.

General regulations regarding safety policies and procedures were reviewed. Windows in the room double as emergency fire exits and are opened on days when ventilation is poor. The room has a built in heat vent that does not get hot to the touch. Cool air is forced. Ventilation was adequate in the classroom. The restroom contains ventilation. The room capacity is 20 children but the program will never serve more than 16 children at a time.

If volunteers are utilized in the program 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 substitute's responsibilities as a mandatory reporter. A few parents have signed up to be parent volunteers and should complete all of the above. No employees at the center are under 18 years of age.

The rotary club visits on Wednesdays to read.

We reviewed regulations regarding sanitation. The classroom is using Oxivir TB for sanitizing and disinfecting surfaces. Cleaners are kept out of the reach of students. This is best practice. The sink is dripping, but poses no health or safety risk.

The program has no pets or plants.

Cots are utilized in the program as children nap in the program. They should be spaced AT LEAST 2 feet apart. A napping chart should be utilized. Cots are stored in the classroom. Staff will be responsible for daily cleaning of the classroom and restroom. If the program has questions, IDPH Child Care Nurse Consultant may be contacted for questions or concerns regarding health and safety.

Regulations regarding staff and child hand washing are well known and followed. Hand-washing posters should be by each sink. The restroom contains 2 toilets and 2 urinals and is around the corner from the classroom. The restroom meets the requirement that the building should have one restroom for every 15 children.

Center Playground:

The center shares 2 outdoor play areas. The areas are naturally shaded with moderate sized trees. The building also provides some artificial shade. The outdoor play areas consist of a large grassy area past the concrete area and a fenced in area with climbing equipment and shredded rubber surfacing. The area is surrounded with city streets but is quite a large open area. It would be best practice to have IDPH perform an injury prevention checklist on the play area. Head Start

owns trikes and a kitchen play set and other outdoor play equipment such as hula hoops, jump ropes and other age appropriate toys.

Playground inspection documentation was completed monthly. Staff send this in to Head Start Central office monthly as well. The program utilizes the Child Care Weather Watch if outdoor play is questionable due to weather conditions.

Center Transportation Arrangements/Field Trips:

The center provides no transportation and does not take field trips at this time. The Davis County School District is providing transportation to and from the center for children that live out of town. The center onsite supervisor reports they will take walking field trips to the library (less than a block away). The school bus may be utilized for field trips as release forms have already been signed by parents. Ms. Small provided me with documentation from Mr. Robert Waugh, Governing Chair of Board at SIEDA and Clarence Small Regional Program Manager regarding a waiver of Child Restraint Systems and Bus Monitors. This documentation is in the file.

Walking field trips will be taken on the nearby square (2 blocks away) to area businesses. SIEDA is aware of field trip ratio requirements and take a first aid kit on walks.

Center Administrative Records:

Child misbehavior is addressed by a combination of positive intervention and behavior modification techniques. These strategies are developed for each child based on their level of social and emotional skills. All staff are trained in PBIS.

Center compliance with regulations regarding required written policies provided to parents in the form of a parent handbook were present. The center has an emergency preparedness plan specific to this site. Staff should be trained on such annually.

Child records are examined annually, such as physicals and immunization records. Also reviewed are medical and dental information, pick up authorizations, emergency contacts and field trip authorizations. Child information is kept in Child Plus.

Katie Thompson, Child Development Administrative Assistant with SIEDA provides me with staff records in December. Employee records including Universal Precautions training(due annually), CPR/First Aid training(every 2 years), Mandatory Reporter training (every 3 years), physicals (updated every 3 years) and continuing education (professional development) hours were reviewed. All staff had signed a statement regarding child abuse/criminal conviction. It should be noted that SIEDA has an excellent history of record keeping and it is rare that professional development or other issues are lacking. All staff have 14 or more hours of professional development. This exceeds HHS licensing standards, and is best practice.

Required notices and postings were observed. The center license consultant information and mandatory reporter posting are next to the parent board. A No Smoking sign is on the front door to the building. Emergency phone numbers such as 911, Poison Control and the center name and address are posted by each phone. A daily schedule is in the calendar area. Diagrams of exit plans are by each exit. Communicable diseases will be posted when necessary. We discussed annual emergency procedures training. Training on such should be conducted and employees sign acknowledgement of such annually. Diagrams should be posted near each doorway in the program. The emergency preparedness plan should be reviewed annually. Staff signed and dated acknowledgement of training on the plan last December. When the center relocates a new EPP will have to be created.

**2. Identify Observed Strengths of the program**

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 hearing screening services to the children by SIEDA professional staff.

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The center provides dental screening and fluoride varnish services to children in cooperation with Lee County Department of Public Health.

The center provides Brigance screening to the children to measure physical, social, and emotional development.

Both staff members in the classroom are veteran staff with many years of experience.

The center on-site supervisor has been working with Child Care Resource and Referral Consultant Gina Wells.

The classroom utilizes a Hatch Board.

Ratio is excellent.

The program has a good relationship with the building owner.

**3. Identify the aspects that fall below the standard**

1. The allergy action plan for nuts on file must be signed by a physician.

**4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance**

The OSS agreed to send the plan home with parents so a physician can sign the plan.

**5. Special Notes/Recommendations**

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 regarding health forms and postings and other services offered by IDPH Child Care Nurse Consultants: http://idph.iowa.gov/hcci/consultants This program has access to two consultants, CCNC Mandi Lauderman and CCNC Tammy Merrill, both Jefferson County Public Health employees. CCNC Merrill performed a Health and Safety Checklist for the program in March 2024.

HHS encourages you to contact Child Care Resource and Referral Consultant Karen Lauer who is conveniently located in Davis County. They offer centers assistance with meeting the HHS regulations, IQ4K, infant/toddler[reschool concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. The center is aware they may access CCNC and CCR&R Consultant on a consistent basis.

Based upon this review, it is recommended that this center 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. This program has had very few violations since it's inception. This is duly noted.

The program will be relocating at the end of this school year as the building they are currently housed in has been sold.

Date: 12/30/2025

HHS Licensing Consultant: Jill Seibert

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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**.