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

Name of Center: Keokuk County Head Start **Enrollment:** 13 **License ID No. (Reapplications)** 25100

Street: 114 W Washington St **City:** Sigourney Iowa **Zip** 52591 **County:** Keokuk

Mailing Address: 725 W 2nd St, Ottumwa, IA, 52501

Director's Name: Elizabeth Fairchild **Phone Number:** 641-622-9901

On-Site Supervisor(s): Fanny Hartwig **E-Mail:** lfairchild@sieda.org

Date(s) of Visit: 08-18-2023

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:** 04-09-2021

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

Date Inspected: 09-30-2021

Comments : State Fire Marshall Curt Seddon conducted, updated inspections are due every 3 years

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

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA X Other NA

Program Serves: Infants (0-23 mo.) 2 Years X Preschool-Age School-Age

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			15		15
Summer					0

QRS Rating: 2

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 10-01-2023 to 10-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 10-02-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Keokuk County Head Start is located in a two story, masonry, commercial building on the edge of downtown Sigourney. The center is owned and operated by Southern Iowa Economic Development Association (SIEDA). The center provides one six hour Head Start program to preschool age children four days per week. The center consists of one classroom with an attached restroom. The director is Elizabeth Fairchild, former onsite supervisor in this building. Ms. Fairchild is based at the SIEDA main office in Ottumwa and directs several other Head Start programs in southeast Iowa. She also serves as the OSS over this program but she is not present on site daily. The center also has a family service worker. This center currently has a sub and is looking to hire a lead teacher for the program. The nutrition assistant and On Site Supervisor (2021) Fanny Hartwig has been employed with HS since 2012 and is present daily. Misty Glandon is the Teacher Assistant. She has been with Head Start since 2017 and would qualify as OSS should the need arise.

On 8/18/23 I made an unannounced licensing visit to Keokuk County Head Start and met with lead teacher Shelby Mendenhall. She assisted me during the visit. The visit consisted of classroom and building area review and observations of scheduled activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. Frequent phone and email consultation and collaboration by have occurred the past year addressing these topics with all SIEDA HS programs with Director Fairchild.

The center consists of a single open classroom with adjacent office and kitchen areas. The classroom is clean, bright, attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games and activities for the children. The classroom is self-contained with its own phone, restrooms, and direct exit to the outdoors. 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 table, and computer area. The center does lack sufficient classroom storage space to display all curriculum items. Items are stored in another area of the building and rotated through the classroom regularly. The classroom layout is organized, neat and provides open areas.

The center has a child sized restroom connected to the main room with a half wall.

Center Nutrition Practices Observed:

The morning class receives breakfast and a noon meal. The afternoon class receives a noon meal and afternoon snack. Breakfast, snacks, and the noon meal are prepared on-site by center staff in the center kitchen. Meals are served family style (pre pandemic) and posted menus indicate that minimum nutritional requirements are met. She has taken Serve Safe training. I inspected the refrigerator and freezer and did not observe open food items. Thermometers were in each unit and temperatures were below zero degrees in the freezer and below 40 degrees in the cooling unit, as recommended.

Dry food storage is stored in cabinetry. No food was stored on the floor. No expired food items were noted. OSS Hartwig sometimes does dishes when necessary using the 3 step method. A dishwasher is also available. The kitchen was clean on the visit. She reports using SaniDate for sanitizing purposes on food surfaces. The center uses an approved disinfectant for other surfaces.

Lunch and snacks met CACFP approved menus. The center has a contracted dietitian that approves menus. The program participates in CACFP. The center uses 1% and soy milk. Food allergies are posted.

Center Health and Safety:

Prescription and non-prescription medication in accordance with licensing regulations, physician directions, and parental consent were reviewed. The center has a locked medication box. If an emergency pen or inhaler is needed a locked backpack may be used on the center bus. Emergency medication is typically kept with the First Aid Kit on a high shelf inaccessible to children. The ill/injured area is in the office away from other children with the nutrition aide. The conference room is also available at times.

We reviewed storage and maintenance of a first aid kit. The First Aid kit is labeled and kept on top of the child cubbies. It is labeled and contains the new First Aid Kit checklist. A smaller mobile kit is taken outside and child emergency contact information is also in the pack. Staff take a mobile first aid kit outdoors during morning outdoor time. The center also has an emergency preparedness kit which is checked twice a year and items replaced as needed.

We reviewed emergency plans and drills for fire and tornado. All doors in the program have emergency evacuation maps posted beside them.

Environmental testing and the maintenance of any necessary detection equipment were reviewed. The last furnace inspection was conducted within the past year. They are due annually. Radon testing was conducted in 2022. Results received were under a level under 4 pCi/L. Radon testing is due every two years. The building was constructed in 1957 therefor lead based paint assessment is required. A visual lead-based assessment was conducted by Ned Van Nostraund, weatherization unit director for SIEDA in 2019. The center is on city water, therefor water analysis is not required. The center has a plug-in carbon monoxide detector and a battery-operated unit. The plug-in unit does have an expiration date. The building contains three furnaces. All three units should be free of clutter.

We reviewed general regulations regarding safety. Two staff are generally available in addition to the cook. When the cook is not preparing meals she also sits in the classroom with the children.

Director Fairchild and I discussed the following in 2015; 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.

Each child in the program shall have 35 square feet of usable floor space not including storage or restroom areas.

Allergy Action Plans and any special medical needs of children enrolled should have care plans on site.

Gaps on exterior doors create an environment where mice can enter the building. Also, snow or rain get in under the doors into the program space. The flooring around the staff toilet is soft and should be addressed this year. The Director indicated on 8/23/23 new flooring and new windows are a request for the building.

Center Playground:

The outdoor play area is located adjacent to the center and is fenced but lacks natural shade. A small amount of shade is provided by the building itself. The area contains a single, large, anchored metal/plastic climbing and activity structure and three smaller, non-anchored plastic climbing and activity toys. The fall zones are surfaced by shredded rubber. There is also a concrete runway around the play area for tricycle and big wheel riding.

I observed the outdoor play area. The area contains a storage shed and the building does provide some shade. The area was weedy the day of the visit. These should be trimmed.

Playground inspections were conducted monthly per my observation. These are kept in the licensing book behind the building inspections. Gaps exist between the fence and gate between 3.5-9 inches. These could be potential entrapment hazards.

Center Transportation Arrangements/Field Trips:

Iowa/Jefferson/Keokuk ECI funding to provides busing for students at the Sigourney center. SIEDA contracts with 10-15 Transit for services both to and from school. Children are also transported to and from the program and on field trips by SIEDA Area 10-15 Transit Service vehicles. The bus driver does pre and post checks following 1015 procedure. A first aid kit is kept on the bus. The head start monitor also does a pre and post check of the vehicle. Transportation is provided for all children outside of Sigourney city limits.

The monitor carries a back pack with parent release forms and emergency contact information. If anyone other than a parent attempts to pick up the children they must be on the release form and show identification.

Center Administrative Records:

Child misbehavior is addressed by positive intervention and behavior modification techniques including developing an intervention strategy for each child, teaching positive social-emotional skills, redirection, positive reinforcement of appropriate behavior, and time out periods of no more than two minutes duration.

Regulations regarding required notices and postings and required written policies provided to parents in the form of a parent handbook were present. Head Start policy indicates children must have immunization cards.

Tornado and fire drills were conducted and documented monthly per my observation.

A No Smoking Sign is on the front door. Mandatory postings are kept in the entry way such as the center license, mandatory reporter postings and license consultant information.

Evacuation signs with maps and directions are posted by both exit doors and in the kitchen where the children walk through for tornado drills. Emergency numbers are posted in a wall in the classroom, in the office and in the kitchen by the phones in the center.

Staff files are kept at central office in Ottumwa. On 8/23/23 Tamara Wheaton, Child Development Administrative Assistant, Sieda Community Action provided me with worker training and updates of Iowa Criminal record checks and fingerprints as well as physicals (every three years), CPR and First Aid training (every two years), Mandatory Reporter training (every 5 years), signed criminal conviction statement (once at start of employment), Universal Precautions (yearly), and continuing education hours. All staff were current in each area and met requirements. SIEDA Head Start has a history of excellent record keeping. This is duly noted.

Child file requirements are kept in child plus. Since the program has not been in session for 30 days yet child files were not audited. All children files must have parent consents. The center has 30 days to procure each child's physicals and other required information. Family Service workers collaborate with families to ensure updated physicals and immunizations are on file as well as pick up authorizations, field trip authorizations, emergency contacts and dental and medical information.

Curriculum and schedules are posted on the wall in the classroom. They are also kept in the licensing book

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Mandi Lauderman, Child Care Nurse Consultant for IDPH and Julie Ledger Child Care Resource and Referral Consultant have visited the center. The new Consultant for this area in 2020 for Child Care Resource and Referral (CCR&R) Region 5 is Malia Love. Consultant Lauderman met with Director Fairchild in July 2023 regarding IQ4K eligibility.

The center is applying for QRS level 5.

Staff at this site are helpful and friendly.

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

V. SPECIAL NOTES/RECOMMENDATIONS:

Ratio is a strength at this site.

Based upon this review, it is recommended that this center remain in Full licensing status. It is important to note, all HHS 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. Mandi Lauderman is the Child Care Nurse Consultant for the program.

HHS encourages you to contact Child Care Resource and Referral. 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 to find out who your consultant is: http://www.iowaccrr.org/who_we_are/region_5/ Malia Love is the child care consultant for this program. The center may work with Child Care Resource and Referral Consultant Malia Love. They understand they may access these services at any time. Consultant Love provided consultation to the former OSS Kayla Emery in 2022.

HHS recommends staff contact Child Care Resource & Referral so Consultant Norton or CCNC Lauderman so they may assist with the resolution of any issues or concerns and assist with a process to ensure future compliance. IDPH Child Care Nurse Consultant Lauderman is also available for consultation in health and safety matters.

*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.