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

Name of Center: SCICAP-Corydon Head Start **Enrollment:** 16 **License ID No. (Reapplications)** 28264

Street: 605 S West St **City:** Corydon Iowa **Zip** 50060 **County:** Wayne

Mailing Address: PO Box 715, Chariton, IA, 50049

Director's Name: Jennifer Mitchell **Phone Number:** 641-872-2554

On-Site Supervisor(s): Tricia Cobb **E-Mail:** tcobb@scicap.org

Date(s) of Visit: 05-15-2025

Licensing Visit X **Unannounced Visit** X **Off Year Visit** **Administrative Change**

LICENSING VISITS

New Application X **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 11-18-2024

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

Date Inspected: 10-05-2022

Comments : conducted by the State Fire Marshal Curt Seddon, due every 3 years, report was held until an approved inspection was procured in December 2022

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 X 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			20		20
Summer					0

QRS Rating: 3

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 12-01-2024 to 12-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 07-21-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Corydon Head Start program is offered through SCICAP, which has various programs throughout southern Iowa. The administrative offices are located in Chariton. Jennifer Mitchell is the administrator over all the Head Start programs in the SCICAP region and Director of this program. Jennifer Mitchell serves as the Director of Operations of Head Start/Early Head Start. Tricia Cobb serves as the ERSEA/Disabilities Specialist and OSS for the site. Each SCICAP Head Start site has an on site supervisor/lead teacher who meets the 75 points required for the position. She is new to this position and serving dual roles. She holds a Masters of Education. She was formerly a Co-Director of all SCICAP HS programs. This site is located on the elementary school grounds in Corydon.

This site is a self-contained modular building on the campus of Wayne County Schools. The door is kept locked, and visitors must knock or ring the doorbell. The building has two identical sides with a wall separating the two classrooms.

I made unannounced off year visit to the program on 5/13/25. Staff were present and just finished up with the preschool graduation. Director Jen Mitchell was consulted by phone afterwards. All program areas were observed (indoors and outdoor play areas). Justin Harvey is the Facilities Specialist/Quality Assurance Specialist (2023).

The program space contains a small kitchen area in the back of the building, restrooms attached to each classroom and open space for each classroom. The building is clean, bright, open, attractive and equipped with a wide variety of child sized furniture, equipment, toys and learning activities.

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.

One side of the building is utilized as a classroom, and the other room in the building is used as storage space and a gross motor area. The building also contains staff offices that are separate from the classrooms as well as a large kitchen, a staff restroom and storage areas.

The program serves mainly 3 year old children. Most 4 year old children are enrolled in the Statewide Voluntary Preschool next door at Corydon Elementary School. Current lesson plans are posted, and these had appropriate activities to meet the physical, emotional, and developmental needs of the children. Creative Curriculum and Teaching Strategies Gold are used as the basis for the lesson plans and activities.

The room has clearly marked and labeled activity centers arranged throughout. A nice variety of materials accompany the learning centers. Items are stored on low shelves so the children can easily access them.

HHS has observed the children in a variety of activities during my visits including circle time, lunch and outdoor routines and free play. Children may choose from individual center activities or small group activities at the various centers arranged around the room. Children were in circle time, lunch and restroom routines during the visit.

The main classroom has a bathroom with two toilets and two sinks. All areas of the program were clean and free of hazards.

Program NUTRITION:

This program participates in the federal food program. The program chooses to be peanut free. A full sized kitchen is in the building however due to cost factors, the school provides breakfast and lunch. The afternoon snack is provided by Head Start and the children eat all meals in their classrooms. Food items were stored according to NHSPS guidelines. Thermometers were in the refrigerator/freezer units. Menus were posted. Food allergies are posted on the refrigerator. The program serves two snacks a day. They are not open to serve a third snack.

The kitchen was clean. All food waste containers were covered.

Program HEALTH AND SAFETY:

Medicines are stored in a locked box in the kitchen. Staff are aware that medications must be stored in original containers with physician/pharmacist directions and label intact. Emergency medication (epi pens or inhalers) are stored in the first aid kit and taken outdoors or on field trips. Labels were intact. Any documented allergy should have an allergy action plan on file, as should any health condition such as seizures, asthma, etc...

The classroom has a first aid kit and fanny pack to take outdoors. It is kept on a high hook inaccessible to children. A first aid kit checklist was present. When taken outdoors it should be kept inaccessible. We discussed this year that kits should be labeled. The staff agreed to label all kits. This has been noted in the past as an issue.

This is an all-electric building that does not use any gas, therefore no fuel burning appliance inspection is required. I observed both furnaces which are each in a closet. The closets were free from other materials or debris. Radon testing is typically conducted annually. All results I observed in years past were under recommendations of 4 pCi/L. This testing is required every five years. It is recommended the testing be done during the winter months when the ground is frozen. Testing is current. A UL approved plug in carbon monoxide detector is located in the office. We discussed that these units have expiration dates. Former OSS Ingram purchased a new unit for the building.

We reviewed safety regulations and practice in relation to rule. Staff maintain a ratio of at least 1 staff to 8 children since 3 year old children make up the majority of the program.

The center capacity can serve up to 20 children at one time. Children have more than enough square feet to meet capacity regulations (35 square useable feet per child).

Rules requiring 1 restroom for every 15 children are met.

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 wellbeing 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. Any visitors to the Center shall complete the tasks above.

All program staff are over 18 years of age.

Fire and tornado drills are conducted each month and are documented.

The program contains no pets or plants.

We reviewed sanitation regulations and practice in relation to rule. Fresh bottles of bleach and water are mixed daily. Hand-washing practices follow Head Start guidelines. Food waste containers were covered.

CCNC Heather Marsh conducted a Health and Safety Checklist for the program in November 2024.

Program OUTDOOR PLAY AREA:

Head Start uses the school playground. An area is gated off that is just for the Head Start children to use. The climbing structure in the area is appropriate for the preschool age group. Head Start conducts monthly inspections of the area and document it. The program may also access a fenced in concrete area directly behind the building.

The program consults the Child Care Weather Watch when outdoor play is questionable due to weather conditions. Monthly playground inspections are present. These are sent in to the Chariton office as well. Emergency medication is taken outdoors (in the first aid kit).

Program TRANSPORTATION/FIELD TRIPS:

Families residing in town are responsible for providing their own transportation to and from Head Start. Children who live out of town in the country ride the same school bus with the elementary children. The program has community members come to the site to conduct presentations.

Walking field trips are taken around the neighborhood. Emergency information would go with them on these field trips and field trip ratio is followed.

On each field trip a first aid kit with emergency contact information is taken along. Emergency medication should be taken as well.

Program ADMINISTRATIVE RECORDS:

Both rooms had emergency evacuation diagrams posted. 911 and Poison Control are posted by the phones. Also observed was the license certificate, licensing consultant contact information, mandatory reporter notice, and no smoking signage. In the past exposure notices were posted.

Child files are reviewed annually including emergency information and current physicals, immunizations, dental and medical information, pick up authorizations, field trip authorizations and emergency contact information were present. Parents fill out all new paperwork each year. Child information is present in Child Plus. Child physicals should be updated as they expire.

The center employs three staff. Staff files are housed in the administrative office in Chariton and are reviewed annually. Staff records were provided to HHS on 5/15/25 by Director Jen Mitchell, SCICAP Main Office (Chariton). It should be noted that SCICAP has a history of keeping excellent records and staff are typically up to date and even exceeding training expectations. This is duly noted. On file are criminal record checks, fingerprint documentation, physical documentation, and training certificates for CPR/First Aid, professional development training hours and Mandatory Reporter training.

Written policies and procedures are reviewed with all staff annually. Each site conducts their own review of their specific emergency policies and procedures. Emergency Preparedness Plan. Staff should complete training annually and sign and date acknowledgement of such once completed. This was completed in 2023 per my observation of documentation. Staff will sign and date the plan this year as well.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This continues to be a solid and strong program that provides quality care to the children and families they serve.

This site is NAEYC accredited.

Head Start staff conduct two home visits and two conferences during the year.

Routines and transition times are neat and orderly.

Ratio is excellent at this site.

We discussed Workforce stability and retention as well as staff/child interactions. I observed staff and children engaged in conversation and routines.

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

1. 109.10(13)c: Center shall develop procedures for annual staff and volunteer training on emergency plans. The program staff agreed to review the EPP for the building and sign and date acknowledgement of such.

V. SPECIAL NOTES/RECOMMENDATIONS:

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 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.

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 The program has been meeting with their CCNC Heather Marsh working on IQ4K.

Corydon HS-
IQ4K HS checklist x3 visits- October and Nov 2024
Sept 2024- TA re: health and safety checklist

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the DHS regulations, IQ4K, 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 Michelle Greenough is your consultant. Consultant Greenough sent the program Child Examination/Physical forms per HHS request on 11/12/24. She also provided the following the past year:
05/03/2024 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
05/06/2024 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
05/23/2024 SCICAP-Corydon Head Start Jennifer Mitchell Business Policies and Practices
07/12/2024 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
07/15/2024 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
08/16/2024 SCICAP-Corydon Head Start Jennifer Mitchell Support Licensing
09/13/2024 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
11/12/2024 SCICAP-Corydon Head Start Jennifer Mitchell Business Policies and Practices
12/09/2024 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
12/16/2024 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
12/17/2024 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
12/18/2024 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
01/24/2025 SCICAP-Corydon Head Start Jennifer Mitchell Refer/Support to Other Programs
02/19/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral
02/19/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral Health
02/20/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral Health Safety
02/21/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral Health
03/02/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral Health
03/04/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral Health
03/14/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral
03/14/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral
03/17/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral
03/18/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral
03/19/2025 SCICAP-Corydon Head Start Jennifer Mitchell HHS Referral
05/20/2025 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
05/21/2025 SCICAP-Corydon Head Start Jennifer Mitchell IQ4K
06/04/2025 SCICAP-Corydon Head Start Jennifer Mitchell Training Consultation

*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.