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

Name of Center: Wickman Annex **Enrollment:** 23 **License ID No. (Reapplications)** 51686

Street: 1100 Maple ST **City:** Atlantic Iowa **Zip** 50022 **County:** Cass

Mailing Address: 1100 Maple ST, Atlantic, IA, 50022

Director's Name: Diana Williams **Phone Number:** 712-243-3934

On-Site Supervisor(s): **E-Mail:** dwilliams@wickmandaycare.com

Date(s) of Visit: 02-01-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 12-15-2021

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

Date Inspected: 12-10-2021

Comments :

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 Other X 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			30		30
Summer					0

QRS Rating: N/A

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

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 02-13-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was made to Wickman Annex on 2-1-2024, the program is located in the Nishna Valley YMCA in Atlantic, Iowa. The center opened on January 3rd, 2022. The center provides wrap around child care to preschool age children Monday - Friday 5:30 am to 6:00 pm.
Diana Williams is the director of the Wickman Annex as well as the Ann W. Wickman Child Development Center, she has a Bachelor's Degree in Early Childhood Education Administration. There are 23 children enrolled.
I met with the lead teacher Calista Richter.

Observation of room:
Your program room looks nice and is arranged into activity centers. The center has a fun variety of age and developmentally appropriate toys and equipment. The center also uses the gym.
Thirteen children and two staff were present during my licensing visit, the children were having fun playing in the activity centers. Staff were attentive to the needs of the children.
The staff didn't have lesson plans/activities. Please make sure you have written lesson plans/activities.
If Calista is going to be the lead teacher/on-site supervisor she needs to be knowledgeable and confident of the DHHS licensing rules and daily functions of the program. When talking with Calista she didn't seem to be aware that she was the person in charge - on-site supervisor, and didn't take responsibility for being the person that needed to be knowledgeable of licensing, expectations etc. During my licensing visit in April 2023 the program had the same issues of staff not being knowledgeable of licensing and staff weren't confident in their roles and requirements. Diana Williams said she would train Calista Richter.

Nutrition:
Ann W. Wickman provides the daily lunch and the center provides breakfast and snacks. Please place a thermometer in the freezer. Menus were posted.

Health and safety:
Radon testing is needed. It was reported that the building has all electric appliances, therefore your center doesn't require an annual fuel burning inspection.
Monthly fire/tornado drills are practiced and documented.
One preschool age child has an inhaler that is kept in their backpack, the inhaler was accessible to other children and is a health and safety hazard. Medication management policies and procedures need to be developed immediately and the inhaler can't be accessible to children.
Staff must be knowledgeable of the emergency policies and procedures i.e. intruder in center, intoxicated parent, lost or abducted children etc.
The center washes the blankets and cot sheets at least weekly.

Playground:
Jack and Jill preschool completes the monthly playground inspections - please maintain a copy of the monthly playground safety inspections. The program uses a shared playground space.

Transportation:
The center doesn't provide transportation services.

Administrative files:
Child files were reviewed and were incomplete. Files didn't have current registration, information needs to be updated annually. One file needed emergency contact information for the dentist. Please review all child files and have them updated immediately.
Staff files were read and were incomplete - two files were missing staff physicals and one staff needed a current criminal record check. Please review all staff files and have them updated with the DHHS requirements immediately.
Diana Williams stated Calista Richter is the lead teacher/on-site supervisor for the program. Please email me a copy of the on-site supervisor qualifications worksheet. If Calista is going to be the lead teacher/on-site supervisor she needs to be knowledgeable to the DHHS licensing rules and daily functions of the program. Diana Williams said she would train Calista Richter.
The program needs more supervision from the director, Diana Williams. Please have monthly staff meeting. The on-site supervisor and staff need training on a variety of topics i.e. lesson plans/activities, medication management procedures are needed, child files, staff files, record checks, emergency policies/procedures, licensing regulations etc. These are repeat violations from last years licensing visit.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Wickman Annex is in a great facility that offers a variety of experiences - the program room, gym, playground and swimming. It is a wonderful resource for the community. Staff had good interactions with the children, they were very positive and attentive to the needs of the children.
Diana Williams is the director.

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

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.
Staff files were read and were incomplete - two files were missing staff physicals.

109.9(2): All files are updated at least annually and when a change occurs.
Child files were reviewed and were incomplete. Files didn't have current registration, information needs to be updated annually. Please review all child files and have them updated immediately.

REPEAT VIOLATION - 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.
Child files were reviewed and were incomplete. One file needed emergency contact information for the dentist. Please review all child files and have them updated immediately.

109.10(3)a: All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child’s name.
One preschool age child has an inhaler that is kept in their backpack, the inhaler was accessible to other children and is a health and safety hazard. Medication management policies and procedures need to be developed immediately and the inhaler can't be accessible to children.

REPEAT VIOLATION - 109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.
The staff didn't have lesson plans/activities. Please make sure you have written lesson plans/activities.

109.15(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed.Staff preparing food that have injuries on hands wear protective gloves.Staff serving food use clean serving utensils and have clean hands/wear protective gloves.
Additional concerns: Place thermometers in the refrigerator/freezer.

REPEAT VIOLATION -109.11(7)b Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.

Please send me an email by March 5, 2024 and let me know how the noncompliance items listed above have been corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for Wickman Annex from 1-1-2024 to 1-1-2026.

I talked with the director, Diana Williams on 2-1-2024 and reviewed the noncompliance areas. It is concerning that this program and it's staff continue to not be given the attention and training needed to perform successfully.
During my licensing visit in April 2023 the program had the same issues of staff not being knowledgeable of licensing and staff weren't confident in their roles and requirements.
Diana will need to train staff and make sure they are knowledgeable of their duties, licensing requirement, etc. Diana will need to provide diligent supervision of staff and the program will need to make and maintain the corrections and show improvement.

I am making a referral to Child Care Resource and Referral for consultation and training on a variety of topics i.e. lesson plans/activities, medication management - proper storage of medication, child files, staff files, record check requirements, radon testing,

Please send me an email by March 5, 2024 and let me know how the noncompliance items have been corrected.

*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.