Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: HACAP Head Start-Orchard Hill

Provider No.: 24998

Address: 2175 Lexington Blvd Bldg 1, Washington, IA, 52353

County: Washington

Director's Name: Samantha Holden

On-Site Supervisor:

Phone Number: 3196537275

E-Mail: cregan@hacap.org
sholden@hacap.org

HHS Visit Date: 06/02/2026

Licensing Period: 02/01/2025 to 02/01/2027

Fire Inspection:

Date Inspected: 09/27/2023

Comments: completed by Washington Fire Department due every 3 years according to WFD

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 3

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	7:30 AM to 5:30 PM		
Tuesday	7:30 AM to 5:30 PM		
Wednesday	7:30 AM to 5:30 PM		
Thursday	7:30 AM to 5:30 PM		
Friday	7:30 AM to 5:30 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	4	4	16		24
Summer					0

1. Basic Overview

Orchard Hill Head Start is located in a newly remodeled single story, masonry building on the campus of a government office complex located a mile west of Washington. The center is owned and operated by Hawkeye Area Community Action Program (HACAP), a not for profit community action agency based in Cedar Rapids, IA. The program contains one room serving toddlers and one room serving preschool age children.

The new Director at this location (2025) is Samantha Holden. Ms. Holden served as OSS for the site since 2022. Director Holden has an AA in ECE. degree and has worked in this Head Start program since 2007. Another qualified OSS should be appointed at this site so the rule is covered when Director Holden is absent. I met with her the date of the visit.

On 6/2/26 I made an unannounced licensing visit to the program. All program areas were observed at that time. 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.

ROOM OBSERVATIONS:

The program began offering care to children ages 18 months to 3 years old in one of the classrooms in October 2023. The center consists of two Head Start classrooms, a large kitchen, a laundry room, staff offices and a staff break room. The classrooms are clean, bright, attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The classrooms are also self-contained with their own restrooms, phones, and direct exits to the outdoors. The curriculum is Creative Curriculum. Interest center available to the children include: blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, art, music and movement, science and

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discovery, sensory tables, and computer area.

The preschool/toddler and playground area are within the HACAP building and can only be accessed by first entering the HACAP building.

The children have access to sink/toilets. Two bathrooms are attached to each room as well as bathrooms down the hall for parents or other visitors. Hand washing posters were easily observed. Room lighting consists of both natural light from windows as well as adequate interior lighting. The classroom and bathroom facilities were observed to be clean. One room has two exits directly to the outdoors. The other room also has outdoor exits, one leading to the playground area and a parent board.

On visits to the center I have observed a variety of activities including eating lunch, and outdoor time. I have also observed circle time and before lunch routines. During other visits I observed nap time. Cots were spaced appropriately (2 feet or more) apart. I have observed staff during different parts of the day including kitchen staff delivering an afternoon snack to the children. Ratio at this site has consistently been met and maintained.

Center Nutrition Practices Observed:

All meals and snacks are prepared in the center kitchen and served in the classrooms family style. The kitchen has new appliances and has sufficient food preparation and storage capacity for a center of this size. Breakfast, a noon meal, and snacks are provided by the Center and prepared in the school kitchen by the center cook. Meals are served family style in the children's rooms. Snacks are prepared by Head Start staff and served in the classroom. Posted menus indicate that minimum nutritional requirements are met.

Children dine at child size tables and sit in small chairs. These are sanitized using the three step method. All tables, chairs and sinks are sanitized with this method. CACFP program rules appeared to have been met per review of menus.

I inspected the 2 refrigerators with freezer units as well as 2 upright freezers used to store cold food. All four units did contain thermometers. Food storage temperatures were below recommendations of 40 degrees for cold food and zero degrees for frozen food. No open food was observed in the units. Other dry goods were stored appropriately in closets on shelves and off of the floor. No expired food items were observed. Food is dated by the center cook when it arrives. Food allergies for the children were posted on the refrigerator.

The center typically has a nutrition aide. The kitchen has a commercial grade dishwasher. The center utilizes a bleach spray throughout the center for cleanliness. The date of the visit the Director was cooking. Food waste containers in each room were covered.

Center Health and Safety:

Prescription and non-prescription medication storage and dispensation was in accordance with licensing regulations, physician directions, and parental consent. One or two staff take medication management and dispenses medication if need be. One prescribed emergency medication was present. It had been signed by a parent and a physician. The medication had the appropriate pharmacy label intact.

The center contains an ill/injured area in each room located near the cots. Staff phone the child's parents per protocol if a child is ill or seriously injured.

Regulations regarding storage and maintenance of a first aid kit were followed. First Aid kits were found on top of medicine cabinets and clearly marked in each room. First-aid supplies were sufficient to address minor trauma. Medications (including sunscreen) are stored in their original containers with physician/pharmacist directions and label intact when on the premises. Staff report taking First Aid Kits outdoors each time they go to the play area. The kit is hung on the fence out of the children's reach.

Environmental testing and the maintenance of any necessary detection equipment were reviewed. The building was constructed in the early 90's therefore does not require a lead paint assessment. The Director states the building contains no fuel burning appliances. An update is required annually if so. Maintenance staff keeps a record of the electric appliance inspections. Radon testing was completed in March 2023 and is due every 5 years. Levels recorded were below 4.0 pCi/L.

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Carbon Monoxide detectors are in each room. A UL approved non-battery-operated unit is required. The center is on city water. As a result, a private water analysis is not required.

Each Head Start room contains a thermostat. Heated and cooled air are forced through ceiling vents. Windows can be opened for extra ventilation if needed. Air quality and ventilation were poor the day of the visit. Many children in the program are not potty trained, so several diapers are changed a day. Trash is taken out at the end of the day.

We discussed general regulations regarding safety. Ratio was observed and maintained according to license standards for children in both rooms. Staff knew how many children they were supervising. I sent the Director a copy of the Volunteer Statement on 12/3/14.

The program has no pets and one spider plant that is out of reach. All lower cabinets had child locks. Other taller cabinetry in each room is now secured. Electrical outlets were adequately covered. Staff personal belongings are stored out of the children's reach behind staff desks. Cleaning supplies and other toxic material were out of the children's reach in a locked cabinet with medication.

Space requirements stating every child should have at least 35 square feet of usable floor space are met. A storage room is available and the room arrangement of both rooms does not confine the children.

Classroom 1: 38 feet x 23 feet= 874 sq feet. (minus 30 square feet for cubbies and some teacher supply cupboards) Total 844 square feet. Capacity for this room is 20 children
Classroom 2: 38 feet x 20.5 feet = 779 sq ft. (minus 21 sq ft for cubbies and supply cupboards). Total 758 sq feet. Capacity is set in this room at 12 children to due ratio.

Early Head Start serves eight children ages 18 months to three years of age with two full time staff and one part time staff. The classroom is open the same days as the Head Start classroom (mid- August – July). Hours will be a minimum of eight hours to a maximum of ten hours.

No employees are under 18 years old.

Emergency plans and drills for fire and tornado were reviewed. The Center was in compliance with emergency procedures and drills. Tornado and fire drills are practiced and documented once a month per my observation. The emergency safety plan and drills are typically posted. Evacuation procedures were posted.

Compliance with regulations regarding sanitation policies and procedures were reviewed. The children brush their teeth twice daily post snack and lunch. Tooth paste is placed on wax paper, prior to being put on the brushes. Toothbrushes were adequately stored. Children are required to be potty trained to participate in the program. All waste containers were covered.

Regulations regarding staff and child hand washing are met. Sufficient toileting articles and hand washing supplies were observed in the restroom. Rules appeared to be met the day of the visit.

Center Playground:

The center has a fenced and naturally shaded outside play area adjacent to both classrooms. The center installed a "natural" play area emphasizing activities that utilize the surrounding natural environment rather than installed climbing or play structures. A natural learning environment was installed and funded in part by The Riverside Riverboat Foundation and Head Start. Tony Malkusak, with Abundant Playscapes engineered the facility. The playground is now aging, but includes cement tricycle paths, grass surfacing, a rain garden and regular garden, a dramatic play structure, cement and wood chip surfacing and a new composite privacy fence. The area also features a sand box with a cover, a wooden bridge, rocks, sensory tables, a gazebo, 2 sheds and other smaller play objects. Playground dimensions are: 89 ft x 69 ft = 6141 sq feet (minus 312.5 for 2 storage sheds) Total 5828.5 sq feet Capacity =77

Outdoor toys are stored in two durable Rubbermaid crates with latched lids in the play area. Monthly inspections were conducted per this worker's observation of documentation of such (kept by maintenance) for the last school year.

Center Transportation Arrangements/Field Trips:

Transportation to the program and for field trips is provided in minibuses owned and operated by Washington County SEATS program, an area transportation agency.

Center Administrative Records:

Child misbehavior is addressed by positive guidance strategies including modeling, redirection, and providing positive directions to children. The center utilizes CART and PBIS. HS works closely with parents and families and develop plans for each individual child and family.

Curriculum, schedules and routines are followed daily. The program utilizes engaging hands-on activities.

The center is in compliance with regulations regarding required notices and postings. I observed a Parent Board by the back door exit with all required postings including the Mandatory Reporter posting, the center license and license consultant contact information. The center posts communicable diseases when necessary and also send notices home. Emergency numbers for Fire, Police, and Position Control were posted as was the centers contact information.

Required written policies provided to parents in the form of a parent handbook are present. Center policies appear to be working well and are adequately addressing child and parent needs.

The facility has prepared an Emergency Preparedness Plan, and a kit.

Staff files are reviewed annually including: CPR/First Aid (due every two years), Universal Precautions (due upon hire), Mandatory Reporter training (due every 3 years). They are all current on required professional development hours. Also reviewed are current Iowa Criminal background checks (every two years) and National fingerprints (due every four years). Current staff physicals within the past 3 years. All information is kept on site and with the corporate office. Corporate office assists in many of these duties. This HS site has an excellent history of record keeping.

All staff are trained on PBIS (Positive Behavior Intervention Support).

No employees are under 18 years of age at this site.

Child files are reviewed annually including updated emergency and pick up contact information, medical and dental information and field trip authorizations. Each student has a current physical (due annually) and immunizations.

The Director conducts annual emergency procedures training with the staff and having staff sign off that they have been informed and understand all emergency procedures annually.

2. Identify Observed Strengths of the program

The center sends information monthly to parents.

The center is accredited by NAEYC. Compliance visits are conducted.

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 a HACAP nurse.

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

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The center uses the Ages and Stages Questionnaire to monitor the physical, mental, emotional, and social development of the children.

Head Start works with AEA regarding children with IEPs.

CAVD, CACFP visits the center twice a year. Compliance visits are conducted.

They are a NAEYC accredited preschool program. All staff receive 25-30 hours of staff development training every year. There are opportunities for staff to work toward early childhood degrees (CDA, AA and BA.)

3. Identify the aspects that fall below the standard

1. 109.10(13)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. The Director agreed to train staff on the Emergency Preparedness Plan and have them sign and date acknowledgement of such.

2. 109.11(5): Bathroom facilities: One toilet and sink for each 15 children over two years of age in room with ventilation. Ventilation. Centers can ventilate the facility by means of windows, air conditioning units, or mechanical ventilation systems. A center with noticeable air drafts at floor level does not mean a well-ventilated center. Bathrooms and kitchens without windows should have mechanical ventilation, such as that provided by exhaust fans. Both restrooms need exhaust fans added. Vents throughout the program may need to be cleaned.

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

5. Special Notes/Recommendations

This center has had no formal complaints.

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to correct the items listed in Section IV. The Director gave me a verbal commitment that the noted rule violations would be promptly corrected. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

IHHS encourages you to contact your local nurse consultant with IDPH. 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. The program CCNC is Toni Krana. It is recommended CCNC Krana conduct an updated IPC. CCNC Krana provided multiple technical assists this past year over the phone.

IHHS recommends the center consult with Child Care Resource and Referral. They offer centers assistance with meeting the HHS 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/who_we_are/region_5. Your consultant is Jodi Norton.

Supervisor Norton reported the following: Jodi met with the Director May 19th , conducted a full walk through of the facility, assisted with IPOWER.

Jodi Norton
Child Care Consultant Supervisor
Child Care Resource & Referral of Southeast Iowa

Health and Human Services

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TARGETED ASSESSMENT: The Director and I discussed behavioral management. She stated, "We train all of our staff in PBIS and it is understood that this is to be used in the classrooms at all times. If a staff member is overwhelmed with a child, they are encouraged to trade off with another staff so that it is not always falling on the same person to deal with the behavior. We also encourage a breather out of the room when ratios allow for it on particularly rough days. I listen to and observe the classrooms during different times of the days. Our classrooms are also observed for Tpot and TipiTos as well as CLASS observations."

Date: 06/10/2026

HHS Licensing Consultant: Jill Seibert

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**.