

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

**Name of Center:** Step Ahead Child Care & Preschool      **Enrollment:** 84      **License ID No. (Reapplications):** 47932

**Street:** 2555 Berkshire Pkwy Ste B    **City:** Clive      Iowa    **Zip:** 50325      **County:** Polk

**Mailing Address:** 2555 Berkshire Pkwy Ste B, Clive, IA, 50325

**Director's Name:** Crystal Steffen and Laura Eeri      **Phone Number:** 515-987-6991

**On-Site Supervisor(s):** Cheryl Halas, Elizabeth Benne      **E-Mail:** crystal@stepaheadchildcare.org

**Date(s) of Visit:** 11-18-2019

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

**LICENSING VISITS**

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

**Signed Application (470-0722) Received**      X      **Yes**      **No**      **NA**      **Date Signed:** 09-05-2018

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

**Date Inspected:** 10-23-2017

**Comments :** Clive Marshal Marshal . Fire Marshal inspections are due at least every three years.

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

**Financial Type:**    X      Profit      Non-Profit      NA

**Accreditation:**      Accredited      NAEYC      NSACA      Other    X      NA

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

Get-Well      Evening Care      Special Needs

**SCHEDULE:**      X      Year-round      School-Year      Summer Only

<b>HOURS:</b>	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>		
<b>LICENSE CAPACITY</b>	Infants	2 Years	Preschool	School-Age	Capacity
General	24	38	28	0	90
Summer					0

**QRS Rating:**   N/A

<b>RECOMMENDATION FOR LICENSE:</b>	
X	<b>FULL</b> license from 12-01-2018 to 12-01-2020
	<b>PROVISIONAL</b> license from
	<b>DENIAL</b> of initial application
	<b>SUSPENSION</b> of license
	<b>REVOCAION</b> of license

Licensing Consultant: Nate Knepper

Date: 11-18-2019

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

N/A.

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

An off-year visit was conducted on 11/18/19. The owner/director and assistant director were both present throughout the entire visit.

All areas of the program were observed. These areas observed consisted of classroom observations and activities (five classrooms total), nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. Capacity of the rooms are 8 (freshman) , 16 (sophomores), 21 (juniors), 17 (seniors), and 28 (preschool).

Step Ahead Child Care and Preschool was given permission to open on 10/24/16. The center is located next door to a pediatrics clinic. The center serves children six weeks in age to five/six years in age using the Creative Learning Curriculum in their teachings. Hours of operation are 6:30am - 6:00pm Monday through Friday and year-round.

The owner and head director of the program is Crystal Steffen. Crystal has an AA degree in Business Administration. Crystal has worked in child care for several years. Laura Erie is the assistant director. Laura has taken college courses and has also worked in child care for several years. Cheryl Halas and Elizabeth Benne, are the on-site supervisors. Both individuals have degrees and/or past experience working in child care to meet the requirements as on-site supervisors.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

The center utilizes CCR&R and their nurse consultant on a regular basis.

The center uses the electronic Pro Care sign in/out system for staff and families.

Monthly staff meetings are held. Classroom lead teachers also have meetings with each other every other week.

The center has a website and a Facebook page. The center also utilizes the application, See Saw for internal communication and external communication with parents (daily sheets, etc.).

Several of the staff have worked together in the past at different centers.

Children and staff files are organized.

There is a secure entrance into the building.

The center was clean and nicely decorated. Staff were actively engaged with children sitting on the floor talking and playing with them, spaced out, etc.

Enrollment remains steady.

One parent-teacher conferences is held each year. Parents are highly encouraged to participate in center activities and questionnaires on ways to continue to make the center a good experience for parents. There is an event planning committee that consists of staff and parents.

The center has good community partnerships.

Assessments are recorded at specific times throughout the year for children ages three to five.

The owner has her NAC accreditation.

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

109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse.At least one hour of training regarding universal precautions and infectious disease control.Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross,American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department.A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.

ONE STAFF MEMBER COULD NOT FIND HER ESSENTIALS, UNIVERSAL PRECAUTIONS, AND MANDATORY REPORTER CERTIFICATES. SHE STATED SHE TOOK ALL OF THESE AT HER PREVIOUS CENTER IN A DIFFERENT AREA OF THE STATE, BUT THEY COULD NOT BE FOUND ON THE DAY OF THE VISIT. THIS PERSON HAS WORKED AT STEP AHEAD FOR JUST OVER 90 DAYS.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free.

1. One lower cupboard safety latch was not working correctly in the infant classroom.
2. The floor rugs are starting to come up on the corners which presents as a tripping hazard.

109.9(2) All files are updated at least annually and when a change occurs.

There was one sibling group where their files were dated as being updated last 9/2018 so these are past due for a new update.

#### **V. SPECIAL NOTES/RECOMMENDATIONS:**

Radon testing is due every two years and was last conducted 9/25/18 - 10/1/18. The radon level of the building came back at 2.0 which is below the 4.0 cutoff. Going forward, all classrooms should be tested.

The annual furnace inspection was completed on 11/14/19.

A photo permission section should be added to the annual child update forms.

This consultant's new phone number was posted at the main parent board, but not at the secondary parent board at the back entrance.

It was noted that the center is in the process of applying for QRS.

It was previously noted that the center does not go on field trips other than to the nearby park behind the building. The center will bring agencies into the program for presentations to children.

\*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.