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

Name of Center: NEICAC-Monona Head Start **Enrollment:** 17 **License ID No. (Reapplications)** 18185

Street: 704 S Page St **City:** Monona Iowa **Zip** 52159 **County:** Clayton

Mailing Address: PO Box 487, Decorah, IA, 52101

Director's Name: Sharon Burke **Phone Number:** 563-539-2008

On-Site Supervisor(s): Sheena Bouzek **E-Mail:** sburke@neicac.org

Date(s) of Visit: 04-08-2024

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

LICENSING VISITS

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

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

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

Date Inspected: 03-25-2024

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: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	20	0	20
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2023 to 05-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 04-08-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/08/24 I made an unannounced off year licensing visit to NEICAC-Monona Head Start. I met with Sheena Bouzek, the on-site supervisor. Ms. Bouzek has an AA in early childhood. Tara Schultz and Autumn Schuety are the co-teachers in the classroom. Ms. Schultz was not present the day of my visit. Ms. Schultz has her CDA and has been with the program for 23 years. Ms. Schuety was present. She will be going on maternity leave beginning next week. Sharon Burke is the director of the NEICAC Early Childhood Programs. Her office is in Decorah. Sandra Schultz is the family worker for the program and Kim Jasper is the program manager.

The Head Start program is in a classroom in the Little Bulldog Childcare Center in Monona. The childcare center is a community project and was built as a wing to the school. The location is convenient for parents with children attending the school. The program operates Monday through Friday. The program operates from 6:00 am until 6:00 pm, but the core preschool program operates from 8:30 am until 3:00 pm. On Wednesdays they have an early out at 2:20 pm. A school bus provides transportation for children enrolled in the program who are four years old. There are currently 17 children enrolled.

The program operates out of one classroom. An inspection of the classroom was completed. Windows provide natural lighting. The room is decorated with pictures of the children and their families, the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays were posted. There is an area for circle time.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computer, art, dramatic play, listening, writing, math, science/discovery, woodworking, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level, so they were easily accessible to the children.

There is a restroom in the classroom that has two toilets and one sink. There is also an adult sink and a child sink in the classroom. Handwashing procedures were posted in all locations. Cots are used to nap.

The program uses the Creative Curriculum, Handwriting Without Tears, Heggerty Phonemic Awareness, Second Step, and Jolly Phonics to prepare lesson plans. GOLD assessments are completed on each child. They complete ASQ assessments on all children and the Brigance Screening tool is used. Activities are based on studies. The length of the study depends on the topic and the children's interest level. There is also a weekly nutrition activity for the children. The program uses Healthy Kids and participates in the Farm to Early Care and Education program (F2ECE). Monthly newsletters are provided to parents to inform them of studies, activities and special dates. There is an Epson projector in the room.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. They implement a new PBIS topic each month in the classroom and information is sent home to parents so they can utilize the tools at home as well. The program also uses solution kits in the classroom. This allows staff members to use flash cards with visual

choices so children can try to solve their own problems. The program partners with Keystone AEA to provide services to children with identified needs. The children receive hearing, vision and speech screenings. The children also receive fluoride varnish applications on their teeth.

The center participates in the Child and Adult Care Food Program (CACFP). The program provides breakfast, lunch and an afternoon snack. Breakfast and lunch are prepared by the MFL MarMac School System and snack is prepared by Head Start staff members. They eat in the classroom and meals are served family style. Dishes are returned to the childcare kitchen to be washed and sanitized.

There is a refrigerator in the room and thermometers were present. The school provides monthly menus for breakfast and lunch and Head Start prepares monthly snack menus. Menus were posted. Allergies are confidentially posted. Food items were stored according to NHSPS guidelines.

The program uses SaniDate Hard Surface Sanitizer to sanitize the food tables. Oxivir Tb is used to sanitize toys and classroom materials. Each product has a one-minute dwell time.

There was a phone with emergency numbers and the program's address and phone number in the classroom. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program door and outdoor exit in the classroom. A daily schedule was posted, and a lesson plan was available for review.

I reviewed documentation of monthly fire and tornado drills. The program also practices monthly intruder drills. I reviewed documentation of monthly playground inspections. The playground inspections are now completed electronically. A radon test was completed in October 2023 and is good for two years. Results were within EPA guidelines. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is outside of the classroom near the cubbies. Outlets were protected. The fire marshal inspection occurred on 03/25/24.

The parent information is located on a bulletin board outside the classroom. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance. Resources are available for parents.

The program has use of two outside areas. Both areas are fenced in. The area in the front of the center has rubber tiles and woodchips for surface cushioning and offers smaller equipment for the children. There are rocking toys and a small piece of climbing equipment. There is a sandbox, playhouses, dramatic play items, a basketball hoop and chalk boards. There are picnic tables for the children to rest. Trees provide shade. The sandbox needs more sand and the area could benefit from more woodchips.

There is a second area in the back of the program. Rubber tiles are used for surface cushioning. There are swings and climbing equipment, including slides, games and a bicycle merry-go-round. There is a small grassy area. There is limited shade in this area.

Staff members were amazing with the children. They created a fun learning environment that incorporated the current study in the centers. Ms. Bouzek read the children a book about gardening and told the children they would be planting their own seeds. She gave the choice of green beans, carrots, tomatoes and flowers. Staff members were patient and used PBIS cues and positive redirection with the children. Staff members talked with the children about sharing and using their words with other children. Staff members were observed to be nurturing with upset children and provided the children with positive feedback. Staff members sat on the floor with the children and introduced activities to the children. The children appeared to enjoy themselves in the classroom.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program has an IQ4K level of 4 that expires on 10/31/24.

Ms. Bouzek states the co-teachers are wonderful. They all work well together; they have a good flow and good communication.

Ms. Schuety states they have a good group of parents. The program threw a Family Fun Night and had good participation. They are willing to come in and volunteer and one parent takes the garbage out for them because they are short staffed.

The program receives resources to use with the children from Keystone AEA. The program is in a secured building and there is a camera in the room.

The program has a private Facebook page to communicate with parents. They also share pictures of the children on the site

so families can see the children enjoying themselves throughout the day in different activities. Parents like the page.

The program is doing a gardening theme. In addition to taking a walking field trip to a local greenhouse, the children are also going to plant seeds for green beans, tomatoes, carrots and flowers. The have had the fire department and a dental hygienist visit the program.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued for the remainder of the licensing period. All DHS licensing standards and procedures must be maintained during the renewal period.

*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.