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

Name of Center: St Francis of Assisi Kids Care **Enrollment:** 127 **License ID No. (Reapplications)** 46268

Street: 7075 Ashworth Rd **City:** West Des Moines Iowa **Zip** 50266 **County:** Polk

Mailing Address: 7075 Ashworth Rd, West Des Moines, IA, 50266

Director's Name: Jessica Riemenschneider **Phone Number:** 515-457-7167

On-Site Supervisor(s): N/A **E-Mail:** rkromkowski@saintfrancisschool.org

Date(s) of Visit: 03-18-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 02-20-2024

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

Date Inspected: 01-25-2023

Comments : West Des Moines Fire Marshal. Fire Marshal inspections are due at least every three years. The city of West Des Moines typically do annual inspections.

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 X 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	0	223	223
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 04-01-2024 to 04-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Nate Knepper **Date:** 03-19-2024

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

A licensing visit was conducted on 3/18/24. The new director was present throughout the visit.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Saint Francis of Assisi Kids Care is a child care program that was given permission to open under HHS (formerly known as DHS) supervision on 11/1/15. Prior to this date, the center was overseen by the Department of Education. This program serves school-age children who attend Saint Francis of Assisi School during the school year. During the summer months, there is open enrollment for all children (preschool - 8th grade). The center uses the cafeteria, gym, music room, as well as the outdoor playground area. The music room has a capacity of 15 children and that is used sparingly. During the school year, hours are 7:00am - 8:00am and 3:15pm - 5:30pm. During the summer months and no school days, the center's hours are 7:00am - 5:30pm. The center uses their own learning curriculum.

The center is owned by Saint Francis of Assisi Church and overseen by a Board. The director of this program as of 1/19/24 is Jessica Riemenschneider. Jessica has an AA degree as well as past experience working in child care (including previously as the on-site supervisor of the preschool program also located within the school). The center does not currently have an on-site supervisor.

During the visit, children were observed in the cafeteria and in the gym. In the gym, children were spaced out as were staff and engaged in large-motor activities. In the cafeteria, children were divided up into smaller groups. Some children appeared to be doing homework on laptops. Some children were playing with dramatic play toys. Staff were also spaced out within the cafeteria and interacting with children.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The director appears to be organized and has good internal and external support systems in place.

The center has a lot of storage space.

The director attends monthly meetings with other church/school personnel. The director also has quarterly meetings with other directors of centers within the Diocese. Monthly meetings are held at the center.

The center has a good working relationship with other school personnel as well as other child care programs in the nearby community.

Staff use walkie-talkies to better communicate with each other and tracking children.

The director believes she has a good group of staff who work well together. There is a rewards/acknowledgement system in place including, but not limited to a shout out board, holiday gatherings, team building activities, etc.

The director believes she and her staff have a good working relationship with families they serve. Staff have a good understanding of their expectations the director has for them. The director stresses communication and has daily meetings/debriefings with her staff. The center also uses the electric app, Pro-Care, to even better communicate with each other and families they serve.

Special child activities have been incorporated into the program such as yoga, science experiments, dancing, book club, themed crafts, etc.

The director partners with other businesses, colleges, and local high schools when looking for new staff.

A new playground fence was installed over the past year.

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

109.9(1)b: All files contain: A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information. Copies of the results of Iowa records checks conducted. Copies of national criminal history check results. Any Department-issued documents sent to the center related to records check.
Number not in compliance: 1. All 16 and 17 year old staff also need to be fingerprinted as well as having parent permission to fingerprint.

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.
Number not in compliance for medical: 2
Number not in compliance for dental: 2
Information lacking: All children enrolled need to have listed a doctor and a dentist. The information required for both is the name, address, and phone number.

109.10(15)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.
Fire and tornado drills were not conducted on February 2024. THIS IS A REPEAT ISSUE FROM LAST YEAR.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade.
The center/school installed a new fence around the playground. However, the bolts where the fence connects as well as the bolts cementing the fence into the ground need to be cut/capped so that no more than two threads are showing. THIS IS A REPEAT ISSUE FROM LAST YEAR (WITH OLD FENCE LAST YEAR).

109.12(4): Procedures are developed and implemented to maintain equipment and materials in a sanitary manner.
Staff need to know the dwell times for whatever sanitizer/disinfectant they are using on their toys and tables and chairs.

V. SPECIAL NOTES/RECOMMENDATIONS:

For transportation for field trips, the center contracts with Durham for a bus and driver.

This program now only cares for school-age children who attend this school so they are exempt from environmental testing (radon, boiler, carbon monoxide detectors). The preschool component in the school still needs to conduct testing on these items.

It is again recommended staff files be organized directly per the staff tracking sheet with the most current on top and then the next current underneath that.

I-Power and IQ4K were discussed at the visit. All staff will need to have I-Power profiles and training uploaded for their profiles.

For child files, there should be annual permission for photographs and field trips. It is recommended the center put these together on the same form other required information for children is located.

The old Fire Marshal inspection that is posted at the main parent board should be taken down.

The record check information packet was emailed to the director after the visit concluded.

A new, full, two-year license is recommended.

High school staff (16 and 17 year olds) also now need to be fingerprinted and have parental permission.

This consultant set the new director up with DCI to get the SING and fingerprinting questions addressed.

CCR&R can be a valuable assett

*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.