

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

Name of Center: Dodger Academy **Enrollment:** 78 **License ID No. (Reapplications):** 47782

Street: 945 S 18th ST **City:** Fort Dodge **Iowa Zip:** 50501 **County:** Webster

Mailing Address: 945 S 18th ST, Fort Dodge, IA, 50501

Director's Name: Ashley Canto **Phone Number:** 515-574-5863

On-Site Supervisor(s): **E-Mail:** acanto@fdschools.org

Date(s) of Visit: 10-12-2018

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

LICENSING VISITS

New Application X **Re-Application** NA

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

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

Date Inspected: 06-21-2016

Comments : Note: Fire inspection certificates from the State Fire Marshal's office are valid for 3 years from the date of issue but inspections conducted by local city fire marshals can have shorter periods of expiration and the center should verify with their local fire department that certificates remain in good standing.

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

Financial Type: Profit X Non-Profit NA

Accreditation: Accredited NAEYC NSACA Other X NA

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

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>		
LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General				100	100
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 10-01-2018 to 10-01-2020
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Raymond Salsbury

Date: 10-17-2018

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

NA

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced annual visit was made to the Dodger Academy on 10-12-18 where I met with center director Ashely Canto who began with this program in 2017. The program is located in the Butler Elementary school in Fort Dodge. The program provides after school programming for school age children only. There are currently 78 children enrolled in the program served by a variety of teachers and volunteers. All aspects of the program subject to Licensing Standards were reviewed during the visit.

The program makes use of the cafeteria, library, and gymnasium of the school with large open floor plans and designs typical of their normal intended use. Because of the multiple use nature of the facility none of the areas are specifically set up and arranged for use by the after school program but a variety of games, crafts, and other materials are brought out for the children to play with. The program did have one change in that materials were kept on a cart that was brought out each day. A storage area that has a rolling door just off the cafeteria space is now used to store items for the program in a cabinet, and in a chest of drawers. The children were observed to have access to the items that were in storage and it was noted that a 1st Aid kit was left out accessible to the children and should be put away. In addition parts of the storage area is not readily visible to staff from much of the room and does create a supervision issue as it was noted that at times children were entering the space and moving to areas where they would not be visible. Assistance is also available for those that need to complete homework assignments. There were no issues or concerns noted with regard to the maintenance of any of the facilities or the materials. Good interactions were observed with the group spitting into three groups with one remaining in the cafeteria, one going to the library, and one to the gym. It was noted that the group that went to the gym were taken by an employee who is under 18 years of age. When it was pointed out to Ashley that another staff over the age of 18 is needed to provide supervision she did address the concern by having that group return to the cafeteria area.

Due to the limited hours of operation meals are not served but a snack is provided. The center has a recurring menu with the same snack items served each week and while the menu does not change a copy does need to be posted. Snacks typically consist of single serving items and milk. There are restrooms located just off the cafeteria space where children can wash their hands prior to snack service.

The program does have the option to make use of the school playground but has not done so yet this year and Ashley thought that they were not likely to make use until some in the spring if at all. The playground was observed to be in good repair and foam tiles are used for fall surfacing.

In reviewing administrative records the center changed from having all required notices and information in a notebook that was brought out each day to having some postings hung on a wall, and using a dry erase board to write the daily schedule and curriculum theme. In making this change the notice of availability of licensing standards and consultant contact information was not present. A brief sample of child files were selected and found to contain all required documentation. In reviewing staff files Ashley stated that she is in the process of migrating information to a computerized system. It was noted that each file was missing some element of required information including results of FBI fingerprint checks. Ashley stated that she had thought staff only needed to provide copies of their fingerprints and she had not submitted them for processing. A copy of the fire and tornado drill logs were also unable to be located on the day of my visit though Ashley

stated that she had conducted them.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This program has continued to grow and develop over the past year and provides a valuable resource to the community where children can receive additional supervision and support for short periods of time following school without the need to leave the school to travel to another location.

Ashley stated that the center is also working to make application to participate in the 21st Century Grant program.

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

109.4(5): Child Care Centers and Preschool Licensing Standards and Procedures shall be available in the center and a notice stating a copy is available for review. Contact information of the child care consultant shall be included in the notice.

-- A copy was not visibly posted on the day of my visit.

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 occurs every 5 years. If significant changes occur to content, the Department may require the training be renewed.

-- Documentation missing from several files.

109.8(1)a: All staff in ratio:At least sixteen years of age.If less than eighteen, under direct supervision of an adult.

-- An employee under the age of 18 took a group of children to the gym alone on the day of my visit. When informed of the need to have an employee over 18 present Ashley did have the group return to the cafeteria. -- CORRECTED

109.9(1)b: All files contain:A signed copy of DHS Criminal History Record Check, Form B, that was submitted prior to employment. 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.

-- Documentation of FBI Fingerprint checks missing from all files.

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.

-- Documentation missing from several files.

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.

-- Documentation missing from several files.

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.

-- Documentation was not available on the day of my visit.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended at this time. Please provide a written plan of correction that includes actions to correct and maintain compliance for those items cited as not meeting licensing standards which includes dates of expected compliance.

NOTE: Given that the center has obtained but not submitted fingerprint checks for any staff and the cost of submitting all checks can be high Ashley was instructed to submit those requests for all new employees. For employees who are school teachers that have been previously checked and need to be renewed and staff that have been with the program for more than a year submission of those requests could be made in the following month.

NOTE: A referral to Child Care Resource and Referral has been made to assist the program with establishing a system to obtain and maintain records for staff and child files, and other administrative records.

*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.