Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Sunrise Child Care Inc

Provider No.: 24847

Address: 525 13th Street Ste 202, Wellman, IA, 52356

County: Washington

Director's Name: Melissa Kaufman

On-Site Supervisor: Juna Gingrich /Glenda McIntire

Phone Number: 3196462890

E-Mail: sunrisedirector@netins.net

HHS Visit Date: 06/19/2025

Licensing Period: 08/01/2024 to 08/01/2026

Fire Inspection:

Date Inspected: 04/01/2024

Comments: due every 3 years, completed by State Fire Marshall Amy Fratzke

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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Program Population Served:

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	19	12	17	32	80
Summer					0

1. Basic Overview

Sunrise Child Care occupies a main floor wing specifically constructed for child care at a newly constructed community center in Wellman. The program shares space with the local YMCA and community center. The daycare wing is free from intrusion by constituents of the community center for purposes other than child care. The center is owned and operated by Sunrise Child Care, Inc., a nonprofit, community corporation. The center entered into a cooperative agreement with the city of Wellman and Mid-Prairie Community School District to share space and resources. One room used by the school in years past is now utilized by the daycare. The center offers traditional childcare and before and after school care.

The director is Melissa Kaufman. She began as the Director in July 2014. Prior to coming to Sunrise Ms. Kaufman was the lead teacher of another preschool for 3 years. Ms. Kaufman possesses an Associate of Arts Office Administration degree she earned from Kirkwood Community College - Iowa City, IA and a CDA . The center has been licensed since 1990. Since Ms. Kaufman has taken this position the main Center has improved in numerous ways.

Juna Gingrich is the On Site Supervisor at the center. Ms. Gingrich has 19 years childcare experience and also works at the BASP site. Glenda McInitre has also been appointed as OSS and has served in these positions for 6 years.

On 6/19/2025 I made an unannounced licensing visit to Sunrise Child Care Inc. and met with Director Melissa Kaufman. At the time of the visit, staff were actively engaged in providing the child care program to the children. An onsite supervisor was also present. All program areas were observed during the visit. The center also has several "on call managers" to serve as designated person in charge if the OSS and or Director are not able to be present.

The visit consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Center Nutrition Practices Observed:

Meals are served family style in the classrooms and posted menus indicate that minimum nutritional requirements are met. The kitchen contains new equipment, sufficient storage for center food, and sufficient dish washing capacity to accommodate a center of this size. The center participates in CACFP. Menus are posted and meet guidelines. They are also posted on the center website. Food storage was adequate. No outdated food items were present and no food was stored on the floor.

The center administration team manage the kitchen and nutrition for the center. It was observed to be clean on the visit.

Center Health and Safety:

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The center administers prescription and non-prescription medication in accordance with licensing regulations, physician directions, and parental consent. Center compliance regarding staff and child hand washing, storage and maintenance of a first aid kit, emergency plans and drills for fire and tornado, environmental testing and the maintenance of any necessary detection equipment, and general regulations regarding safety and sanitation policies and procedures were reviewed. Tornado and fire drills are conducted monthly and documented. A lead based paint assessment is not required for buildings constructed after 1978.

If staff are supervising children with special health needs or allergies they should be trained on the child's allergy action plan or health care plan.

Ratio was met. Positioning of staff so that staff can see all children under their care at all times is practiced. Capacity is followed for each room. The Director has discussed supervision requirements with staff indicating staff must know the names and number of children assigned to their care. I discussed this again this year with the administration team noting the importance of face to name supervision. The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. Administration understands practices must be in place and implemented daily.

Center Playground:

The center has a fenced and naturally shaded outdoor play area immediately behind the center. The Childcare Outdoor Weather Watch is consulted when outdoor play is questionable due to varying weather conditions. Playground inspections are conducted monthly. Each child has at least 75 square feet of space when outdoors. Stakes holding down the border in the outdoor play area are tamped down so that they are level and not potential tripping hazards. Areas of the fence that are loose or gates that are settling are monitored so that gaps between 3.5-9 inches are not potential entrapment hazards. A first aid kit is taken outdoors along with emergency medication.

Center Transportation Arrangements/Field Trips:

The center has a van. If field trips are taken in the future children will have field trip authorizations signed. Emergency contacts and a first aid kit will be taken on each trip. The center will be purchased a new van last year. The van must have inspections conducted annually.

Center Administrative Records:

Child misbehavior is addressed by redirection, and positive reinforcement of appropriate behavior. The center is in compliance with regulations regarding required notices and postings and required written policies provided to parents in the form of a parent handbook. Staff and child records were examined during this inspection. Staff and child records are organized. They are reviewed annually. Child files include updated physicals and immunization, emergency contacts, dental and medical information and pick up authorizations updated annually. A tracking sheet of child physicals and when updates are needed should be utilized. Staff files contain professional development hours, CPR/First Aid training, UP and MR training, an approved physical, SING checks and fingerprint results.

The center has a specific Emergency Preparedness plan for this building. It is reviewed annually with staff and they sign and date acknowledgement of such (5/6/22). Staff have signed the plan within the past year.

The center is consistently utilizing curriculum expectations, organizational tools, documentation in classrooms and for administrative duties and cleanliness. Mother Goose Time curriculum is utilized to help get the children ready for school. The center posts curriculum/activities for the month at their website.

2. Identify Observed Strengths of the program

Edge cushion for the windows
Resurfaced floors in all rooms
Rocks along playground surface for edging

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The center has an excellent board who is aware of the daily functioning of the center. They are well informed and supportive of administration and the program as a whole. Sunrise operates with a Board of Directors which meets monthly to discuss finances and other center interests. The Board consists of community people, business members, parents and the Director who acts as a liaison between staff and parents and the Board.
The center Director works with both CCR&R and CCNC services.

3. Identify the aspects that fall below the standard

1. 109.7(1): All staff (within first three months of employment):Iowa's training for the mandatory reporting of child abuse. At least one hour of training regarding universal precautions. Certification in 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, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed.

Two staff were behind on professional development hours, three on physicals, five on CPR/1st Aid , three on mandatory reporter training . CORRECTED as of 10/2/25.

2. 109.9(1)a: All files contain: Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record check. Copy of a request for child abuse information form, when applicable. Copies of results of Iowa record checks conducted through the SING for review by the department upon request. Copies of national criminal history check results. Any department issued documents sent to the center related to a record check, regardless of findings. Ten staff did not have updated fingerprint results. This is corrected as of 10/2/25.

3. 109.9(2)i Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary. Some child physicals and child file updates are behind. This is corrected as of 10/2/25 per Director Kaufman.

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

5. Special Notes/Recommendations

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.

HHS encourages you to contact Child Care Resource and Referral. They offer centers assistance with meeting the DHS regulations, IQ4K, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Tabitha Copeland is the child care consultant for this program. They understand they may access these services at any time.

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Child Care Resource & Referral Consultant Tabitha Copeland serves this center. She provided the following the past year:

1-6-25 addressed iPower questions
1-8-25 discussion to set visit
3-24-25Melissa had questions on the Q&A sheet mentioned on the Child Care Continuum webinar.
6-24-25 call about mixing ratios ages 3-5 in classroom and when leaving grounds. Gave Comm 204 and discussed specific concerns about a child and also about items that I suggested they connect with the CCNC about in regards to health and hygiene for potty training children
6-26-25 Call about iPower supports
7-15-25 on-site book nook visits for all rooms. Spoke to about having a child 5 yrs old who had downs syndrome in the room with infants and called HHS. Child usually has one on one for supervision when outside and person who does that was temporarily on break, staff has found the child is calm in infant room where is younger sibling is so discussed talking to HHS about a ratios exemption for situations with this one child like this. Program discussed with HHS. Follow up was COMM 204 with ratios for mixed ages
8-25-25 call IQ4K discussions and the need to update iPower for process and HHS in general
8-28-25 email rescheduling a visit for IQ4K
9-3-25 email IQ4K questions
9-5-25 On-site for IQ4K, discussed and did intake for Growing Iowa funding
9-15-25 Growing Iowa Contact

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The center also consults with IDPH Danielle Pettit-Majewski.

HHS encourages you to contact your local nurse consultant. 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. Abbie Dierksen is the Child Care Nurse Consultant for the program. The center director has a relationship with Iowa Department of Public Health Child Care Nurse Consultant and has also utilized these services. Child Care Nurse Consultant Toni Krana serves this site. This has provided the following the past year:

10-3-2024 consult on odors in the classroom
01-02-2025 consult on using glass bottles at parents' request
01/08/2025 consult on Flu
01/17/2025 consult on care plans/ new care plans provided
02/04/2025 Medication class completed and test out of 3 staff at center
02/20/2025 consult on the use of owlet monitors at parents' request
03/26/2025 consult additional questions about glass bottle use
04/14/2025 consult on illness postings
06/06/2025 consult on air quality and outdoor play
06/24/2025 consult on potty training regression
09/08/2025 consult on the use of vomit dust at center.

Thanks,

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Muscatine Public Health
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Muscatine, IA 52761
563-262-6274
toni.krana@unitypoint.org

Date: 10/02/2025

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**.