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

Name of Center: NICC Child Development Center-Calmar **Enrollment:** 68 **License ID No. (Reapplications)** 19145

Street: 1625 Highway 150 S **City:** Calmar Iowa **Zip** 52132 **County:** Winneshiek

Mailing Address: PO Box 400, Calmar, IA, 52132

Director's Name: Brook Hjerleid **Phone Number:** 563-562-3263

On-Site Supervisor(s): Brook Hjerleid **E-Mail:** hjerleidb@nicc.edu

Date(s) of Visit: 09-18-2023

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: 07-17-2023

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

Get-Well Evening Care X 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	19	15	46	0	80
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 10-01-2022 to 10-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 09-21-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 09/18/23 I made an unannounced off year licensing visit to NICC Child Development Center in Calmar. I met with Brook Hjerleid, the director. She has a BA in elementary and early childhood education, with a special education and reading endorsement. Ms. Hjerleid has her National Administrator Credential (NAC). She started with the program on 05/10/17. Jill Sebastian (the preschool teacher) is in charge when Ms. Hjerleid is away from the center. Ms. Sebastian has been with the program since 1986. The center employs nineteen staff members (two full time and seventeen part time). The center is a teaching program and students enrolled in NICC are placed in classrooms as part of a "Guidance Lab". These students receive SING background checks, fingerprints, take universal precautions training and mandatory reporter training.

The program is in a free-standing building. The program operates Monday through Friday from 6:30 am until 5:30 pm. It serves infants through preschool children. There are currently 68 children enrolled. The center is going to apply for an IQ4K level 1.

The program operates out of the following rooms: infants (4 weeks to 12-14 months), one-year-old (12-14 months-24 months), two-year-olds, and a preschool room (three through five-year-olds). The program no longer provides school-age care. Windows provide natural lighting in the classrooms. The rooms are decorated with pictures of the children, 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 in the preschool room.

There is an extra room off the infant room that the center may begin using. If you use this room, you must add handwashing procedures near the sink. Handwashing procedures must also be posted near the sink in the bathroom and the classroom of the two-year-old room and near the sink in the classroom of the preschool room.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computers, art, dramatic play, woodworking, Play-Doh, writing, math, science/discovery, 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. Most materials were in good condition. There are two vinyl blue/tan seats in the infant room that were torn and had exposed foam. This makes them unable to be properly sanitized. The materials are located at child level so they were easily accessible to the children.

Cots are used to nap in each room except the infant room where cribs are used. There are a couple cots in the infant room for the older children.

The Preschool class primarily uses the Creative Curriculum to develop lesson plans, but also use other resources. Activities are based on weekly themes/studies. The length of the theme depends on the children's interest level. The other classrooms use a variety of resources to prepare lesson plans. Each teacher prepares their own lesson plans. Lesson plans were available for review in each room.

There was a phone with emergency numbers in each classrooms Emergency fire and tornado procedures and evacuation diagrams were posted by most of the main program doors and outdoor exits throughout the center. Place an evacuation diagram near the door to the hallway in the one-year-old room. A daily schedule was posted in each room.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was completed in September 2022 and is good for two years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. There was a carbon monoxide detector on site in the entryway under a table on the main level. The fire marshal inspection occurred on 07/17/23.

In the two-year-old room there was medication authorization forms for a prescription medication for a child. Licensing standards mandate that for prescription medications the center must document not only when the medication is given, but also when the medication is not given and a reason must be cited.

The center participates in the Child and Adult Care Food Program (CACFP). The center provides breakfast, lunch and an afternoon snack. The program receives breakfast and lunch from the NICC kitchen. The center makes the snack. The children are being served their food. All the children eat in the “commons” except for the infants. The commons space is set up as a large dining room. Menus were posted. A new menu is prepared each month.

Parents provide the formula, baby food and cereal for the infants. Bottles are cleaned in the room and sending the bottles to the kitchen to be sanitized at the end of the day. Bottles must be sanitized between every use. If you continue to wash bottles in the room you must sanitize the bottles. You can do this by purchase a sanitizer or using the three-step method. There is a refrigerator in the infant room and a thermometer was present.

The kitchen was observed to be clean and organized. There are two chest freezers and two refrigerators. Thermometers were present. An industrial dishwasher is used to wash the dishes. There are also four sinks available in the kitchen and the three-step method is used to wash pots and pans. The children’s dietary special needs were posted. Food items were stored according to NHSPS guidelines.

There is a refrigerator in the infant room and a thermometer was present. There is a refrigerator in the room off the infant room and you must add a thermometer in this refrigerator.

The center typically uses Oxivir Tb to sanitize the food tables and disinfect the changing tables. However, Ms. Hjerleid needs to order more so bleach and water is being used in some rooms to disinfect the changing tables.

I observe a diaper change in the infant room. The staff member left her gloves on while she put on the new diaper and dressed the child. Gloves are considered soiled and should be removed prior to putting on the new diaper and dressing the child. This was explained to the staff member. The staff member did not wash the child’s hand following the diaper change until I reminded her this was mandated. When she took care of the changing table, she did not use soap and water to clean the table prior to using the disinfectant.

A fence surrounds the outdoor play areas. The center has an area for the infants and one-year-old children, an area for two-year-old children and a larger area for preschool children. The two-year-old children can also use this area. There is no fall surfacing.

The infant and one-year-old area has a sandbox that is covered by a pergola structure for shade. There are pushing toys, a dramatic play center and a sensory table. The program recently purchased a small trampoline that has a net completely around it and small slides to exit the area. The fall height is not greater than 18 inches so fall surfacing is not required.

The two-year-old area has a picnic table, balls, small riding toys, a woodworking center, a dramatic play center and a sandbox. There are poles for a tarp, but a tarp was not present, nor necessary, during my visit. There was a larger slide in the area that has a fall height greater than 18 inches. This piece of equipment requires fall surfacing and should be removed.

The largest area has a natural slide built into a hill, a bridge, a pea gravel play area, a music center, sandbox, riding toys and gardens. There are also tree stumps and tires for the children to play on. Trees provide shade and there is also a tarp to provide shade. All locations have a grassy area for play.

The parent information is located on a bulletin board inside the entrance. 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. There are resources available for parents in the entrance.

Staff members were observed to have great interaction with the children. Staff members spoke with the children about sharing and provided them with reminders about handwashing. Jill Sebastian, the lead teacher in the preschool room has been with the program since 1986. She is organized and has a great routine with the children. Her longevity with the program is impressive. Staff members encouraged the children to use their imaginations. They provided the children with

praise but used positive redirection when necessary. The children appeared comfortable in the program.

While I was present, there was a staff member on her cell phone for personal reasons during nap. If you are counted in ratio, you cannot be on your phones for personal reasons. If I see staff members on their phones, I consider them out of ratio because they are not providing supervision. This is only a warning because Ms. Hjerleid thought it was okay for staff members to be on their phones during nap, so staff members thought this was okay also.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Hjerleid states the center has had a great year. The staff members are working well together and there is no drama.

Ms. Hjerleid states the staff members are positive and are here for the children.

Full time employees are employed by NICC and they receive health benefits and IPERS.

Ms. Hjerleid states they are going to apply for the IQ4K level 1.

The childcare center is a secured building and there are security cameras outside of the center.

There are family resources in the entrance of the childcare center.

The hallways are decorated with the children's artwork which make it inviting.

Ms. Hjerleid has obtained her National Administrator Credential (NAC).

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

109.10(3)b: For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.
In the two-year-old room there was medication authorization forms for a prescription medication for a child. Licensing standards mandate that for prescription medications the center must document not only when the medication is given, but also when the medication is not given and a reason must be cited.

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. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.
In the two-year-old playground area, there was a larger slide in the area that has a fall height greater than 18 inches. This piece of equipment requires fall surfacing and should be removed. In the infant room bottles must be sanitized between every use. If you continue to wash bottles in the room you must sanitize the bottles.

109.12(5)b: Infants diapered in a sanitary manner as needed in central diapering area.One changing table for every 15 infants/toddlers needing diaper changes.Diapering, sanitation, and handwashing procedures posted and implemented in central diapering area.
Additional concerns: I observe a diaper change in the infant room. The staff member left her gloves on while she put on the new diaper and dressed the child. Gloves are considered soiled and should be removed prior to putting on the new diaper and dressing the child. This was explained to the staff member. The staff member did not wash the child's hand following the diaper change until I reminded her this was mandated. When she took care of the changing table, she did not use soap and water to clean the table prior to using the disinfectant. There is an extra room off the infant room that the center may begin using. If you use this room, you must add handwashing procedures near the sink. Handwashing procedures must also be posted near the sink in the bathroom and the classroom of the two-year-old room and near the sink in the classroom of the preschool room.

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.