Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: NEICAC-Decorah Child Development

Provider No.: 18231

Address: 902 Commerce Drive, Decorah, IA, 52101

County: Winneshiek

Director's Name: Sharon Burke

On-Site Supervisor: Leah Scholbrock

Phone Number: 5633825717

E-Mail: sburke@neicac.org

HHS Visit Date: 04/07/2026

Licensing Period: 05/01/2025 to 05/01/2027

Fire Inspection:

Date Inspected: 06/06/2024

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 2

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8:15 AM to 2:15 PM	
Tuesday		8:15 AM to 2:15 PM	
Wednesday		8:15 AM to 2:15 PM	
Thursday		8:15 AM to 2:15 PM	
Friday		8:15 AM to 2:15 PM	
Saturday			

Program Population Served:

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

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

1. Basic Overview

On 04/07/26 I made an unannounced off year licensing visit to NEICAC Decorah Child Development. I met with Leah Scholbrock, the on-site supervisor and lead teacher in the room. She has an AA in early childhood education. She has been with Head Start since January 2022. She became the on-site supervisor in Decorah in August 2025. Kristen Wengel is the assistant in the classroom. Denise Tapscott is a floater who is at the program as an assistant on Monday and Tuesdays. Amy Moore is the program manager for this Head Start location. The family worker is Andrea Agxom-Beck. Sharon Burke is the director of the Northeast Iowa Community Action Corporation early childhood programs. Her office is in Decorah.

The program is in a classroom in the Sunflower Childcare Center. They moved into this location in July 2024. The program operates from 8:15 am until 2:15 pm. There are currently 16 children enrolled.

The Head Start program operates out of one classroom. An inspection of the room was completed. Windows provide natural lighting. The room is decorated with the children's art projects, and posters to assist the children with the learning process, such as the alphabet, 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, Ipads, art, dramatic play, playdough, 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 are easily accessible to the children.

The classroom has a bathroom with two toilets and one sink. There is an additional adult sink and child sink in the

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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, Mighty Minutes, 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 has a comprehensive curriculum that covers math, science, literacy, social/emotional health, nutrition and mental health.

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 is also using 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, speech and dental screenings. The children also receive fluoride varnish applications on their teeth.

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 in the classroom. A daily schedule was posted, and a lesson plan was available for review.

The program participates in the Child and Adult Care Food Program (CACFP). The center provides the children with breakfast, lunch and an afternoon snack. All food is provided from Sunflower Childcare Center. Family style is used. The children eat in their classroom. Staff members sit with the children at the tables to model appropriate behavior and assist the children as necessary. Menus were posted. Allergies were also confidentially posted.

There was a refrigerator in the room. You must add a thermometer. This was cited in the last two years' reports also. Food items were stored according to NHSPS guidelines. Disposable products are mostly used for snack. Dishes are returned to the Sunflower Childcare Center's kitchen to be washed in a dishwasher.

The program is using 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.

I reviewed documentation of monthly fire and tornado drills. Head Start also practices an Intruder drill each month and a Bus drill three times each year. Monthly playground inspections are documented electronically but are also part of the program's daily safety checks. A radon test was completed by the childcare center in August 2025 and is good for five years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site in the fire system on the ceiling. Outlets were protected. The fire marshal inspection occurred on 06/06/24.

The parent information is located 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.

The playground is shared by the childcare center. The playground uses turf for fall surfacing. There is also a grassy area. The area has a tunnel, rope climbing equipment, a tire swing and merry-go-around. There is a picnic table for the children to rest. The building provides the shade.

The program also has use of a gym located in the childcare center and they have use of the Discovery Center located in the building. There is a "splash zone" with several water activities. There is a climbing zone with an obstacle course made from mats and a slide. There is a large Lite Brite Board, a large Etch A Sketch and a large 3D Pin Art Toy. There is also a large Lego table in this area. There is a large playhouse with stairs to a reading area. There are tables and benches for the children to rest.

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2. Identify Observed Strengths of the program

Staff members were terrific with the children. They were patient and used PBIS training tactics to address behavior concerns. They interacted with the children at their level. They were spread out within the classroom to provide clear supervision. They took the children outside to enjoy the nice weather and then went inside for lunch. They had good handwashing reminders. A staff member sat at each table to assist as necessary. They maintained positive conversation with the children while they ate. Staff members kept the children occupied during transitions by singing. Staff members modeled good manners and talked with the children about using good manners. They allowed children to express their feelings.

Ms. Scholbrock states they have good communication between staff members.

Ms. Scholbrock states staff members share suggestions and they are open to new suggestions.

The program has an IQ4K level of 2 that expires on 09/30/27.

The program is in a secure building and there are cameras in the classroom.

Head Start works to improve the social and economic conditions for individuals and families with limited resources.

The Head Start approach addresses not only the educational needs of children, but also the health, nutrition, social, mental health and literacy needs of the children.

3. Identify the aspects that fall below the standard

N/A

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

N/A

5. Special Notes/Recommendations

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

An administrative change is being made to change the schedule to “School-Year” and the hours to 8:15 am until 2:15 pm.

Targeted Assessment: Behavior Management:
I discussed with Ms. Scholbrock the oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance. Ms. Scholbrock states they remind staff members to use their PBIS training, they talk with children about using their words and she models how to handle situations.

I spoke with program manager, Amy Moore, at a different site. Ms. Moore states they talk with staff members about “tagging out” if they feel frustrated so the situation can be deescalated. She states at their in-service meetings they discuss what they can do with PBIS and how children know when they are frustrated. They tell staff members it is okay to tag out and switch positions with another staff member. Walk the child to a calm down corner. She states she visits each site and monitors the staff members and she models how to deal with situations for staff. She tells staff members to be aware of their feelings and to ask for help.

Date: 04/27/2026

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HHS Licensing Consultant: Becky Frost

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**.