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

Name of Center: Prairie Rose Montessori School **Enrollment:** 23 **License ID No. (Reapplications)** 52456

Street: 6203 Chancellor DR **City:** Cedar Falls Iowa **Zip** 50613 **County:** Black Hawk

Mailing Address: 6203 Chancellor DR, Cedar Falls, IA, 50613

Director's Name: Gretchen Koinzan **Phone Number:** 319-260-2208

On-Site Supervisor(s): Gretchen Koinzan **E-Mail:** prairierosemontessori@gmail.com

Date(s) of Visit: 08-14-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 03-07-2024

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

Date Inspected: 04-23-2024

Comments :

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

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

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

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summary Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	10	20	0	30
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 12-04-2024 to 08-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 12-04-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 08/14/24 I made an unannounced licensing visit to Prairie Rose Montessori School in Cedar Falls. I met with Gretchen Koinzan, the director and lead guide. She completed the North American Montessori Training. She was previously a director at a different Montessori school in Cedar Falls that closed and has several years' experience as a Montessori lead. Jory Wortherspoon has requested the on-site supervisor role. I am still waiting to hear back from Ms. Koinzan with additional information. Ms. Wortherspoon is the lead guide in the toddler room. She has two years of previous experience working in childcare. The program employs four staff members in addition to Ms. Koinzan.

Prairie Rose Montessori School is in a free standing building in an industrial area of Cedar Falls. Ms. Koinzan worked hard to make this school happen. She was given permission to open on 04/23/24. The program operates Monday through Friday from 8:30 am until 5:00 pm. It serves children ages two-years-old through preschool (ages 2-6). Ther are currently 23 children enrolled.

The Montessori philosophy is "founded on the premise that all young children pass through a well-defined sequence of steps to maturity, but at different rates of growth and in different ways. Growth is as individual as each child. Advancement within a child varies from skill to skill." Montessori respects individual differences that are natural to the child. A child has a deep need for purposeful, concrete work. A child learns most effectively when the learning experience emphasizes the process of learning rather than the outward products most traditionally emphasized in education.

The program operates out of three rooms. They older children have a larger classroom and this is where the dining area is located. The toddler students operate out of two smaller rooms at the front of the building. An inspection of each room was completed.

The subject areas in the Montessori classroom include Daily Living, Sensorial, Mathematics, Language, Science, Geography, Art, Music and Computer. Centers/works are established in each of these areas and children move at their own pace. The area was arranged so there was plenty of space for the children move between activities. Materials were in good order and offered a lot of choices and variety for the children. The classroom is equipped with specially designed and sequenced materials.

The curriculum is based on the Montessori philosophy. There are no themes. Children are allowed to move freely between areas and teachers use direct instruction to teach them.

There are two bathrooms located between the two primary classrooms. Each bathroom has one toilet and one sink. There is also a changing table and a sink outside of the two bathrooms. Handwashing and diaper changing procedures were posted.

I observed a diaper change. Gloves are considered soiled and must be removed prior to putting on the new diaper and dressing the child. Additionally, the staff member wiped the disinfectant off right away. The disinfectant must sit on the changing table for the dwelling time indicated on the product bottle for it to be effective. Ms. Koinzan states she has trained staff on how to properly do diaper changes. She has started using bleach as the sanitizer and disinfectant.

The center is using Force of Nature for their sanitizer and disinfectant. The label indicates the product must sit on the food tables and changing table for ten minutes for the dwell time. On the food tables the product requires a portable water rinse after the disinfectant sits for the dwell time. Ten minutes is a long dwell time if your intention is to do back to back diaper changes. Label the product bottles with the name of the product and dwell time. As a reminder, you cannot re-use rags. You must use a separate rag to clean or sanitize the food tables every time.

The children are offered naps. Mats are used to nap.

There was a phone in the office. You must post emergency numbers and the school's address and phone number near the phone. Emergency fire and tornado procedures and evacuation diagrams were not posted by the main program doors and outdoor exits in the rooms. You must post an evacuation diagram near all exits out of a room. A daily schedule was posted.

The program did not have any documentation of monthly fire and tornado drills. Both fire and tornado drills must be practiced monthly and on separate dates and be documented. The documentation must be available for review during licensing visits and fire marshal inspections. This is a serious violation that must be corrected immediately. Ms. Koinzan emailed me to say she found her documentation of drills and she would email them to me but she never did.

The program did not have any documentation of monthly playground inspections. You must begin doing these immediately. Ms. Koinzan emailed me to say she found her documentation of playground inspections and she would email them to me but she never did.

The program has not completed radon testing yet. This must be completed in all program rooms within the first year of operation.

The furnace was installed on 12/27/23. An inspection of all gas burning appliances, including the furnace, must occur every year and the documentation must be available for review.

The carbon monoxide detectors are part of the fire system on the ceilings. The fire marshal inspection occurred on 04/12/24.

The program provides a morning and afternoon snack. The children bring their own lunch each day. Lunches must be monitored to make sure they meet the Child and Adult Care Food Program (CACFP) guidelines. Snack is currently being prepared for the children. Food items were not stored according to NHSPS guidelines. Once a food item is opened it must be stored in a sealed plastic, metal or glass container and be dated. There is a refrigerator and a thermometer was present in the refrigerated area. You must add a thermometer to the freezer. This has been corrected. There is a small dishwasher in the dining area to do dishes. A snack menu is maintained. They always serve a fruit and a grain. There is a water dispenser in the dining area and the children get their own water.

The parent information is located on a bulletin board inside the entrance. The mandatory reporter information was posted. The child care consultant and the handbook availability were not posted. Please post this. The permission to open without a license letter was conspicuously hung.

The school has a fenced in playground. The area is completely natural and does not require fall surfacing. There is a small sand area and steppingstones. There is an area for transportation, woodworking, sensory play with dirt and woodchips and water play. There is a practical living area (dramatic play) and riding toys. There are picnic tables and a bench for the children to rest. Trees provide shade. There are long tables in the area for outdoor learning activities. A water cooler is outside in case the children are thirsty.

Staff and children files were reviewed at the time of the licensing visit. I reviewed eight children files. They were in poor condition. Ms. Koinzan is keeping electric files through Brightwheel. Seven of the files did not provide any emergency contact information. Seven of the files did not provide any doctor or dentist emergency contact information. There were three outdated physicals. Eight files did not have documentation allowing them to secure emergency care. Seven files did not have information on who had permission to pick the children up. There were two invalid immunization certificates as they were not on the required Department of Health and Human Services form. Ms. Koinzan has sent forms to the parents to make corrections.

I reviewed five staff files. They were in poor condition. Three staff members had their SING (Iowa) background information completed; however, they were not completed until 07/30/24, which is after they started. Two staff members did not have SING background checks. All SING checks must be completed PRIOR to the employee starting. Four staff members did not have fingerprints completed. One staff member has been employed longer than 90 days and did not have first-aid, CPR, mandatory reporter or universal precautions training. One staff member has been completed longer than 90 days and did not have mandatory reporter training. Three staff members did not have physicals.

The program did not have handbooks completed to review and did not have emergency preparedness plans completed to review at the time of my visit. Ms. Koinzan did email me a parent handbook at a later date. Here are the corrections that need to be made:

There is a "Visitation Policy" that does not meet licensing standards. The policy says that parents must "pre-arrange" a visit to the classroom. Licensing standards mandate that parents/guardians have unlimited access to their children at the program. They can come to the program at any time. You cannot make them make "pre-arrangements". This will need to be changed.

The missing policies:
The professional development policy needs more specific information. I was not sure if this was going to be in a staff handbook.
No Access Policy (I provided a sample)
No Biting Policy (I provided a sample)
No medical emergency policy
No dental emergency policy
No policy regarding contacting parents immediately for a serious injury or serious change in health
No policy for incidents involving minor injuries, minor changes in health or behavioral concerns being reported to the parent "the same day" as the incident.
No written universal precautions policy (I provided a sample)

Please make these corrections and complete handbooks and emergency preparedness plans immediately.

Staff members had great interaction with the children. The Montessori method allows children a unique way to learn. They interacted at the child's level and encouraged them to be independent. They offered the children choices. They provided the children with praise and used positive redirection when necessary. They talked with the children about their feelings. They provided the children with clear and easy to understand directions. The children appeared to enjoy their time at the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program has bilingual staff members.

The program room has a great room arrangement.

The program received a grant for ADA improvements.

The program is using the Brightwheel app for billing, files and for communication with parents. They also use it for private communication between staff members.

The program will offer parent/teacher conferences twice each year.

Ms. Koinzan states she plans to apply for an IQ4K level.

The program works with Child Care Resource and Referral (CCR&R).

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

109.4(2)d: Written plan developed for staff orientation regarding center's policies and licensing regulations. Orientation is in accordance with center's staff orientation plan.
The program does not have a staff handbook. This policy was not in the parent handbook.

109.4(2)e: Written plan for ongoing staff development that complies with 441 IAC 109.7.
The program does not have a staff handbook. This policy was not in the parent handbook.

109.4(2)g: When serving children under the age of 3, develop and implement a policy for responding to incidents of biting. Include:Explanation of center philosophy on biting.How the center will respond to individual and ongoing incidents.How the center will assess the adequacy of caregiver supervision.How the center will respond to the child or caregiver who was bitten.The process of notification of parents.How the incident will be documented.How confidentiality will be protected.First aid procedures that will be used.

The program did not have a biting policy. A sample was provided.

109.4(2)h: Develop a policy to ensure that people do not have unauthorized access to children at the center. Include:Criteria for allowing people on the property when children are present.How people will be supervised or monitored.How responsibility will be delegated to staff.How the policy will be shared with parents.
The program did not have an Access policy. A sample was provided.

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.
The parent board did not have this information.

109.5(1): Written policy notifying parents of unlimited access provisions.
The program has a restrictive visitation policy for parents. This must be changed.

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. If significant changes occur to content, the Department may require the training be renewed.
Two staff members have been employed longer than 90 days and have not completed all the mandated trainings.

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: 5
Three staff members had their SING (Iowa) background information completed; however, they were not completed until 07/30/24, which is after they started. Two staff members did not have SING background checks. All SING checks must be completed PRIOR to the employee starting. Four staff members did not have fingerprints completed.

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.
Number not in compliance: 3
Three staff members did not have physicals.

109.9(2)a: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center’s care.
Number not in compliance: 8
Information lacking: The program did not have this requirement as part of their enrollment paperwork.

109.9(2)d: All files contain parent authorization of the persons to whom the child may be released.
Number not in compliance: 7
The program did not have this requirement as part of their enrollment paperwork.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number invalid: 2
There were two invalid immunization certificates as they were not on the required Department of Health and Human Services form.

109.10(1)a: 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, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
Number not in compliance: 3
There were three outdated physicals.

109.10(5): Infectious disease control: Centers shall establish policies and procedures related to infection disease control and use of universal precautions with handling of bodily fluid. Soiled diapers shall be stored in containers separate from other

waste.
The program does not have a written universal precautions policy. A sample has been provided.

109.10(8): Children's hand washing: Center shall ensure staff assist children in personal hygiene. For each infant or child with a disability, a separate cloth for washing and one for rinsing may be used in place of running water. Children's hands shall be washed:Immediately before eating or participating in food service activity.After using the restroom or being diapered.After handling animals.
Children's hands were not washed prior to snack.

109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children.Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards.If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with functional or access needs.
The program does not have emergency preparedness plans.

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.
Emergency fire and tornado procedures and evacuation diagrams were not posted by the main program doors and outdoor exits in the rooms. You must post an evacuation diagram near all exits out of a room. The program did not have any documentation of monthly fire and tornado drills. Both fire and tornado drills must be practiced monthly and on separate dates and be documented. The documentation must be available for review during licensing visits and fire marshal inspections. This is a serious violation that must be corrected immediately. Ms. Koinzan emailed me to say she found her documentation of drills and she would email them to me but she never did.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
The program did not have any documentation of monthly playground inspections. You must begin doing these immediately. Ms. Koinzan emailed me to say she found her documentation of playground inspections and she would email them to me but she never did.

109.11(5): Telephone: Working non-pay phone with posting adjacent for emergency numbers for police, fire, and poison control center. Center street address and phone included in posting.List of emergency numbers for children kept near phone.
There was a phone in the office. You must post emergency numbers and the school's address and phone number near the phone.

109.15(5): Food preparation and storage procedures are consistent with NHSPS.
Food items were not stored according to NHSPS guidelines. Once a food item is opened it must be stored in a sealed plastic, metal or glass container and be dated.

V. SPECIAL NOTES/RECOMMENDATIONS:

This program is being placed on a provisional license. The classroom was in good condition and the staff members were great with the children. However, the children and staff files were in poor condition. The parent and staff handbooks were not completed and there were no emergency preparedness plans. The program had no documentation of fire and tornado drills being completed and no playground inspections. There were additional violations.

These items must be corrected as soon as possible. You can send me documentation of corrections as they occur. Continue to work with Child Care Resource and Referral to bring the program into compliance with licensing standards.

On 12/04/23 I made an administrative change to take this program off a provisional license and grant them a full license.

*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.

VI. ADDENDUMS:

- Addendum1: After my licensing visit on 08/14/24 I placed this program on a provisional license.

  Ms. Koinzan has worked diligently over the past three and a half months to make improvements. She sent me emails to verify corrections for the areas of concern identified in the licensing report. The program is now completing and documenting monthly fire and tornado drills and monthly playground inspections.

  Ms. Koinzan also sent me the parent and employee handbooks to review and corrections were made to update the handbooks to include all mandated policies. She worked with CCR&R to update handbooks and created Emergency Preparedness plans.

  I met with Ms. Koinzan on 09/17/24 following a CCR&R director's meeting and she brought me corrections for staff and children files. Families are now completely filling out the necessary and mandated file information in Brightwheel for the children. Staff files were improving but staff members still had mandated trainings to complete.

  On 12/03/24 I had contact with Ms. Koinzan and all staff members have completed the mandated trainings. Ms.. Koinzan informed me she hired Arwen Inman (Bendell is her new married name). Ms. Inman (Bendell) is a very experienced, certified Montessori teacher who is also very good with Brightwheel, paperwork and other office work.

  Having assistance for the administrative duties will be very beneficial for the program because Ms. Koinzan is a lead Guide in the classroom and this takes a lot of her time and energy.

  The program is being given a full license.

This Addendum is approved by supervisor on 12/4/2024 4:54:25 PM