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

Name of Center: Legacy Littles Christian Early Learning Center **Enrollment:** 23 **License ID No. (Reapplications)** 50781

Street: 620 W 5th ST **City:** Waterloo Iowa **Zip** 50702 **County:** Black Hawk

Mailing Address: 620 W 5th ST, Waterloo, IA, 50702

Director's Name: Chassidi Martin **Phone Number:** 319-595-1097

On-Site Supervisor(s): Roslyn Heffner **E-Mail:** chassidi@rlcawaterloo.org

Date(s) of Visit:

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

LICENSING VISITS

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

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

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

Date Inspected: 02-11-2022

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

Get-Well Evening Care 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		6	20	20	46
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 09-01-2022 to 09-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 01-23-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 08/23/22 I made an unannounced licensing visit to Legacy Littles Christian Early Learning Center in Waterloo. I met with Chassidi Martin, the director. Ms. Martin has a BA in Marketing Communication with an emphasis on Public Relations. She has three years of teaching experience and worked for a childcare center in Chicago for two years. I also met with Roslyn Heffner, who is working toward being the director. She started with the program in July 2022. She worked previously in Illinois for several years as a teacher and an aide. She was also the director of a three-year-old preschool program. She has 71 credit hours toward her early childhood education degree but did not finish. The program has four employees.

The program is in the Royal Legacy Christian Academy. The program was given permission to open on 08/03/20. It operates Monday through Friday from 7:00 am until 6:00 pm and serves children who are two and one-half years old through school-aged children. There are currently 23 children enrolled.

The program primarily operates out of one large classroom but have three additional rooms available if necessary. An inspection of the rooms was completed. Windows provide natural lighting. The primary room was decorated with posters to assist the children with the learning process, such as the alphabet, shapes and colors. The room was also decorated with the children's art projects.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, literacy, math, playdough, woodworking 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 were easily accessible to the children.

There are three electrical cords in the classroom that need to be secured so that children do not have access to them.

The center uses ABC Jesus Loves Me Curriculum for lesson plans. They also use Big Book of Bible Story Art Activities. The curriculum is Christian based. A current lesson plan was not available for review because the staff lead staff member just started. Ms. Heffner showed me an older lesson plan that is being used to educate the new staff member on how to prepare lesson plans.

There is one bathroom in the back part of the childcare area that has one sink and one toilet. Handwashing procedures were posted. The children primarily use a bathroom in the front of the school that has five toilets and one sink. Handwashing procedures were posted. There is an additional bathroom in the school.

The program uses a cell phone and emergency numbers were posted on the parent board. There is a landline phone in the primary room. Emergency numbers were posted but they should be posted near the phone. Emergency fire and tornado procedures and an evacuation diagram was posted by the door in the primary room. The evacuation diagrams must be posted near all the program doors and outdoor exits in the additional three rooms that can be used by the childcare program. A daily schedule was posted in the classroom.

The program is using cots to nap.

I reviewed documentation of monthly fire and tornado drills. The program did not have documentation of fire or tornado drills being practiced in November and December 2021 or April 2022.

The program is currently not documenting playground inspections. They have a concreate space they use and have a shed of toys. They do not have any climbing equipment. They also use a park down the street at the House of Hope. You must complete monthly inspections of these area used for gross motor activities and keep the documentation for review during licensing visits. I did email the program that can be used for inspections.

A radon test was completed in April 2021 and must be repeated in two 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 dining area on top of the thermostat. Outlets were covered. The fire marshal inspection occurred on 02/11/22.

The program does participate in the Child and Adult Care Food Program (CACFP). The program provides breakfast, lunch and a morning and afternoon snack. Courtney Galloway, the former on-site supervisor, has a catering business and the program partners with her to prepare lunch morning and afternoon snacks and it is delivered to school. The food items come individually packaged and the containers are returned to Ms. Galloway to be washed. The program provides breakfast. The program uses disposable products for this. Ms. Galloway prepares the menus for lunch and snacks and they were available for review. You must develop a menu for breakfast. The program is currently only serving two components to the children and you are required to serve three for breakfast.

During the summer hours the program has a school-age program that operates out of the dining area. The older children are served lunch, an afternoon snack and supper that is prepared by Ms. Galloway. The center provides breakfast and a morning snack to the children. You must prepare menus and have them available for review.

The children eat in the classroom. Food items were stored according to NHSPS guidelines. There is a refrigerator in a room near Ms. Heffner's office and a small refrigerator in the classroom. You must add thermometers to the refrigerator and freezer areas.

The program uses Seventh Generation Disinfecting Cleaner with Hydrogen Peroxide for a sanitizer and disinfectant. This product is not labeled to be used on food surfaces so you will need to use another product to sanitize the food tables. The program is properly using soap and water prior to the product.

The program has a mat for diaper changes when they are necessary. The mat is torn and must be removed. Once foam is exposed the mat cannot be properly disinfected. You must post diaper changing procedures in this area. I did email the center a copy of the procedures. There is a garbage can in the area for soiled diapers but it is required to have a lid.

The parent information is located on a bulletin board inside the entrance. The mandatory reporter information was posted. The license was conspicuously posted. You must post the childcare consultant and the handbook availability information. I did email the center the poster. A no-smoking sign was posted at the entrance.

Staff and children files were reviewed at the time of the licensing visit. I reviewed six children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Two files did not provide adequate dental emergency contact information. One child did not have a physical and one child had an outdated health statement. Please note children who not yet in school (kindergarten and above) must have physicals signed by medical personnel in the file.

I reviewed three staff files. One record had a "hit" on their Iowa background check (SING) and the employee has not been given permission to work in childcare by DHS. I did email Ms. Martin the process to complete this. Ms. Chassidi had not mailed in the fingerprint cards for any of the staff members. This must occur upon hire. She was mailing them on this date. One staff member did not have mandatory reporter training and two staff members did not have physicals on file.

I reviewed policy and procedures, staff and parent handbooks. Not all the necessary written emergency procedures and policies were present. You need a written medical emergency policy that includes a statement that parents are notified immediately. You must add a statement to your incident/accident policy that states parents are notified the same day as the incident. You must develop a written policy for staff orientation on the center policies and DHS licensing standards. You must develop a written policy for staff development that outlines the DHS requirements for new hires and long-term employees. You must add a policy that states parents have unlimited access to their children while they are at the center.

Emergency Preparedness Plans have been completed but they were missing several policies. They did not have a written plan for fire, lost or abducted children, power failures, chemical spills or earthquakes or disasters that could result in structural damage. You must have a list of emergency phone numbers immediately available. You can use the Emergency

Preparedness template on the CCR&R website for this. You must have a plan that outlines an evacuation site close to the program and out of town. Additionally, you must have information on continuity of care if there is a disaster and on security of records.

The staff members were observed to have great interaction with the children. They were enthusiastic and made activities fun for the children. All the children were included in activities and the children enjoyed acting out different animals so the other children could guess what they were. Staff members provided praise and were energetic. The children were having fun and appeared to enjoy their time in the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Martin states she loves the curriculum they are using. It prepares the children for kindergarten and is developmentally appropriate.

Ms. Martin states she loves the space they use because it uses natural light and has spacious rooms. They do have a goal in the future to start a capital campaign to own their own building.

The program has use of the gym for large motor activities.

Ms. Martin states she likes the small size of the program. She states they plan for growth but starting slow is allowing them to figure out what works.

Ms. Martin states they have a great group of experienced staff members. She reports they are friendly and engaging.

Ms. Martin states she loves the faith-based component of the program.

The childcare program is open to the community. Children do not need to attend the Royal Legacy Christian Academy to attend the childcare program.

The program uses Pro Care. They use it to communicate with parents, to check the children in and out of the program and they use it for billing. They are also able to send the menus and pictures of the children to parents.

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.

109.4(2)e: Written plan for ongoing staff development that complies with 441 IAC 109.7.

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.

109.5(1): Written policy notifying parents of unlimited access provisions.

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.

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: 3

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: 2

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
Number not in compliance for dental: 2
Information lacking: Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Two files did not provide adequate dental emergency contact information.

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, 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: 2

109.10(2): Medical and dental emergencies: Center shall have sufficient information and authorization to meet medical and dental emergencies of children. Shall have written procedures for emergencies and shall ensure that staff are knowledgeable of and able to implement the procedures.

109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intruders within the center, intoxicated parents, and lost or abducted children.Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, earthquakes, 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.

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.

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.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks.Menus planned one week in advance, made available to parents, and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

A referral will be made to CCR&R because of incomplete Emergency Preparedness plans.

An administrative change is being made to name Roslyn Heffner as the new on-site supervisor.

*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.