

RECOMMENDATION FOR LICENSE:	
X	FULL license from 12-01-2019 to 12-01-2021
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Kathy DeGeorge-Evans

Date: 12-18-2019

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was made to Woodbine Latch Key on 12-9-2019. Woodbine Latch Key is located in the Woodbine Community School building. The center provides child care to preschool and school age children Monday through Friday 6:00 am to 6:00 pm. Full day child care is offered for in-service days, professional development days, holiday breaks and during the summer.

Faith Shamblin is the director, she is also the preschool teacher. She will graduate in December 2018 with her Associates Degree in Early Childhood Development from Iowa Western Community College. Faith has been the director for three years and has worked at the center since 2007.

There are sixty four children enrolled. Faith was gone on the day of my licensing visit, I talked to her on the phone during my visit and on 12-18-2019. I met with Brittany Lundergard during my visit.

Many of the staff at the center have excellent longevity, Faith contributes this to a close working connection between the staff. The staff get together for activities on an ongoing basis.

The staff get to know the children and their families and this builds good relationships between them.

Observation of rooms:

The preschool program is called Tiger Tots - there are two program rooms. These rooms are located across the hall from the latch key program.

The latch key room looked nice and has a fun variety of age and developmentally appropriate toys and equipment. The Tiger Tots room had a fun variety of age and developmentally appropriate toys and equipment. The preschool age children are combined with the latch key program for a period of time in the morning and in the afternoon. There is a morning and afternoon preschool session, and no preschool sessions are held on Fridays.

The children were having fun playing and participating in circle time. Staff were attentive to the needs of the children.

The lesson plans/activities need to be more detailed giving meaningful content.

The restrooms are located in the Tiger Tots room and in the hall way. The school age children were in school at the time of my off year licensing visit. Make sure you have daily schedules for each room.

Faith reported that the summer program went very well and they were busy and had many fun activities.

Nine children and two staff were present.

Nutrition:

The program provides the daily snack. Lunch is prepared by the school. During the summer the children bring a sack lunch. Please post the menus and make sure your meals comply with the CACFP food guidelines.

Make sure you have thermometers in the refrigerator/freezers.

Health and safety:

Radon testing is needed. Please email me the radon test date and score as soon as possible. Radon testing is required every two years. (Test scores must be under a 4.0 pCi/L, if test results are higher you would need to contact the Iowa Department of Public Health for information on re testing, mitigation etc.)

An annual fuel burning inspection is needed.

You were missing a couple months documentation of fire and tornado drills, make sure you are documenting drills monthly.

If children are prescribed medication you must follow proper medication management procedures and complete the medication log.

First aid kits were properly stocked.

The center uses Sol-u-guard (Melalauca product) for sanitizing, Faith reported this product was approved by the nurse consultant.

Please review your emergency plans and procedures.

Playground:

The school playground is used for the programs. You need to practice and document monthly playground inspections - a couple months were missing.

Transportation:

Some children ride the school bus.

Administrative records:

The center participates in the Quality Rating System (QRS) They were a level IV.

Faith meets with individually about every other week, she will also text them information on a regular basis. Most of the staff are Para's for the school.

Some children's files were missing the dentist phone number, and the annual statement of health for school age children.

Also I couldn't locate the physicals for the preschool age children, where are these kept? You need to have current physicals in all preschool age children's files. You need to review all children's files and have them updated with the required DHS required information immediately.

Staff files were incomplete, two staff files were missing the DHS required physical form. I couldn't locate the criminal record checks. Faith is responsible for the national record checks/fingerprinting and the office manager Kelly G is responsible for the criminal record checks. I talked with Kelly G on 12-9-2019 and she said she would talk to Faith and make sure these were done. I talked with Faith on 12-18-2019 and she hasn't received the criminal record checks from Kelly G yet. Your center is not in compliance regarding maintaining the criminal record checks every two years. I need to know the dates of the criminal record checks for all staff immediately. Faith is hoping to take the responsibility of the criminal record checks over in the near future. Not following through with completing record checks has been an issue in the past for the center.

Please review all staff files and have them updated with all DHS requirements.

There are nine employees.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Faith is confident as the director, she works very hard to provide a quality program. The program is an excellent resource for the community.

The center participates in the Quality Rating System (QRS) and are a level IV.

New in 2018/2019

The center receives grants for new equipment and toys, they just received several fun things for the rooms.

The center is applying for the federal food program for the snacks.

The Tiger Tots program has grown.

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

109.9(1)b: All files contain: A signed copy of DHS Criminal History Record Check, Form B, that was submitted prior to employment. 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.

I couldn't locate the criminal record checks. Faith is responsible for the national record checks/fingerprinting and the office manager Kelly G is responsible for the criminal record checks. I talked with Kelly G on 12-9-2019 and she said she would talk to Faith and make sure these were done. I talked with Faith on 12-18-2019 and she hasn't received the criminal record checks from Kelly G yet. Your center is not in compliance regarding maintaining the criminal record checks every two years. I need to know the dates of the criminal record checks for all staff immediately. Faith is hoping to take the

responsibility of the criminal record checks over in the near future. Not following through with completing record checks has been an issue in the past for the center.

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.

Two staff files were missing the DHS required physical form. Please review all staff files and have them updated with the DHS required 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.

Some children's files were missing the annual statement of health for school age children. Also I couldn't locate the physicals for the preschool age children, where are these kept? you need to have current physicals in all preschool age children's files. You need to review all children's files and have them updated with the required DHS required information immediately.

109.9(2) Emergency contact information for the doctor and the dentist. Some children's files were missing the phone number for the dentist.

You need to review all children's files and have them updated with the required DHS required information immediately.

109.11(7)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.

Radon testing is needed. Please email me the radon test date and score as soon as possible. Radon testing is required every two years. (Test scores must be under a 4.0 pCi/L, if test results are higher you would need to contact the Iowa Department of Public Health for information on re testing, mitigation etc.)

109.11(7) Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning.

Let me know the date of the fuel burning inspection - boiler inspection.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents.

The lesson plans/activities need to be more detailed giving meaningful content.

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. Please post the menus and make sure your meals comply with the CACFP food guidelines.

Please send me an email by January 9th 2020 and let me know how the items listed above have been corrected. Please call me if you have questions.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 12-1-2019 to 12-1-2021.

I am making a referral to Child Care Resource and Referral for consultation and training on a variety of topics - staff files including the criminal record check process, children's files, lesson plans/activities.

Please send me an email by January 9th 2020 and let me know how the items listed under the aspects of operation that fall below the standards reviewed have been corrected. Please call me if you have questions.

*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.