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

**Name of Center:** St Joseph Hawks Club **Enrollment:** 21 **License ID No. (Reapplications)** 25414

**Street:** 2107 E 33rd ST **City:** Des Moines Iowa **Zip** 50317 **County:** Polk

**Mailing Address:** 2107 E 33rd st, Des Moines, IA, 50317

**Director's Name:** Lynn Ernst, school principal **Phone Number:** 515-266-3433

**On-Site Supervisor(s):** Jagoda Clark **E-Mail:** lernst@stjosephcatholicdsm.org

**Date(s) of Visit:** 02-29-2024

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

**LICENSING VISITS**

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

**Signed Application (470-0722) Received** X **Yes** **No** **NA** **Date Signed:** 08-01-2022

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

**Date Inspected:** 10-17-2023

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

Get-Well Evening Care Special Needs

**SCHEDULE:** Year-round X School-Year Summer Only

| **HOURS:** | *Year-round* | *School-Year* | *Summer Only* |
|---|---|---|---|

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Age | Capacity |
|---|---|---|---|---|---|
| General | | | | 50 | 50 |
| Summer | | | | | 0 |

**QRS Rating:** N/A

| RECOMMENDATION FOR LICENSE: | | |
|---|---|---|
| | **FULL** license from | |
| X | **PROVISIONAL** license from | 12-01-2023 to 12-01-2024 |
| | **DENIAL** of initial application | |
| | **SUSPENSION** of license | |
| | **REVOCATION** of license | |

**Licensing Consultant:** Melinda Larson, Child Care Licensing Consultant **Date:** 03-13-2024

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

A Corrective Action Plan has been sent to the center. A referral has been made to CCR&R.

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

St. Joseph has been providing before and after school child care for many years. The center became licensed with HHS and were given permission to open in September 2020. They provide child care for elementary school age children and middle school children, although these age groups are required to be kept separate as HHS licensing is only for children through elementary school age. The school has secured entrances. This program is held in the gym of the school. There are bathrooms in the gym area. The center also has access to the school's playground. The school's principal, Lynn Ernst, is the director. Jagoda Clark is the on site supervisor.

An unannounced visit was completed on 11/27/23. A follow up visit was completed on 11/30/23. All areas subject to HHS rules were reviewed. Mandatory postings were in place. The center has a file cabinet that has a first aid kit and a binder that has children's folders and staffs' folders.

An unannounced visit was completed on today's date. Jagoda Clark was working today. There were two additional staff working. There were twenty children in attendance. Four of the children were identified as "drop in" children. Those four children don't have child care files nor enrollment paperwork. All children that attend daycare need required paperwork and this has been discussed. Children were observed in the gym. Children were involved in child directed play activities. Some children were playing dodge ball. Some children were playing with table activities, like coloring and drawing.

This worker met with Lynn Ernst in another area of the school. This worker reviewed staff files and discussed the status of the center's provisional license. Staff files are not complete. Lynn said she has continued working on staff files. The center being out of ratio was discussed. Lynn stated she was not aware of this. Jagoda didn't let her know she needed another staff. She was aware that the staff in college were not working. Lynn stated she wasn't aware of the requirement that drop in children needed enrollment paperwork. Lynn stated she is working on getting things complete and would like to continue working towards getting a full license. Lynn stated she doesn't believe CCR&R services would be beneficial to her and that is why she hasn't set up visits with CCR&R.

The center orders their snacks from the school staff. The center serves snack after school.

The school has an outdoor playground but the center generally uses a blacktop area behind the center's entrance for outdoor play space.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

The center has been in operation for many years. The center is located in the gym so children have large motor play activities daily.

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

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.
Some staff have not completed mandatory trainings.

109.8(2): Ratio maintained in center as required by age.
The center was out of ratio from January 4th until January 21st. Jagoda reported she was the only staff working in the center during that time frame. The other staff who work were on college break and one returned to work on January 22nd. Jagoda stated the principal was aware of this. Lynn stated Jagoda should have told her and that she did not college student were on break but she didn't know Jagoda was the only one working.

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.

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.
Some staff files are missing physicals.

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
Some staff have not completed mandatory trainings.

109.9(2): All files are updated at least annually and when a change occurs.
Children that attend the center on drop in status do not have enrollment forms on site. This violation has been discussed on previous visits.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

The center's license is on provisional license status.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 515-362-7823; email mlarson@dhs.state.ia.us) so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

*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.

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