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

Name of Center: Families First Child Care and Learning Center **Enrollment:** 90 **License ID No. (Reapplications)** 51155

Street: 1661 3rd St SW **City:** Waverly Iowa **Zip** 50677 **County:** Bremer

Mailing Address: 1661 3rd ST SW, Waverly, IA, 50677

Director's Name: Beth Burrow & Ashley Ludemann **Phone Number:** 319-559-2450

On-Site Supervisor(s): Wendy Buchman **E-Mail:** familiesfirstiowa@gmail.com

Date(s) of Visit:

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

LICENSING VISITS

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

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

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

Date Inspected: 03-29-2021

Comments : Compliance 04/02/21

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: X 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	24	16	40	25	105
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2023 to 08-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 11-08-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 07/12/23 I made an unannounced licensing visit to Families First Child Care and Learning Center in Waverly. I met with Beth Burrow, the owner of the center. Ken Burrow, her husband, is also an owner, but he was not present the day of the visit. Mrs. Burrow is the director for the program. She was a teacher at Waverly-Shell Rock. She is endorsed for TAG instruction for k-12. She has a master's degree. She was the Assistant Director at the Waverly Public Library for several years (including running the Toddler and Preschool Storytimes). Mrs. Burrow has taught at Hawkeye Community College for over 20 years. For 12 years Mr. and Mrs. Burrow have taken trips to an orphanage in Haiti where they were instrumental in setting up a Day Care for their workers. Elizabeth Carolus is the on-site supervisor. She started with the program in August 2021 and became the on-site supervisor in February 2023. She is in college pursuing a nursing degree. Carolina Rambo is an administrator working toward becoming the director of the program. There are 37 staff members employed by the program.

The program operates out of a free-standing building. The program was given permission to open on 04/06/21. The center operates Monday through Friday from 6:00 am until 6:00 pm. It serves infants through school-aged children. There are currently 90 children enrolled. There are resources for parents inside the entrance. The center partners with Taylor Physical Therapy to provide services to children with identified needs. They also work with Central Rivers AEA and Child Care Resource and Referral (CCR&R).

The center operates out of the following rooms: infant room (up to 10/11 months old and crawling), Waddlers (10/11 months through 18 months old), toddlers (18-24 months), two-year-old and young three's room, older three-year-old room, four and five-year-old room/school-age room. An inspection of each room was completed. Windows provide natural lighting in all the classrooms except for the three-year-old space which is in the middle of the center. The rooms are decorated with pictures of the children, the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays are posted. There is an area for circle time in the classrooms.

The centers observed on the day of the licensing visit include library, blocks, table toys, games, puzzles, transportation, Play-Doh, puppets, art, dramatic play, writing, math, science/discovery, 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 were easily accessible to the children. There is a television cord in the middle space that the children have access to. This was discussed with the center. They have agreed to unplug the television when it is not in use.

The Waddler room has a gate up that blocks the exit out of the classroom and into the middle of the center. You cannot block exits out of the room because it is against fire codes.

The center offers a three-year-old preschool class and a four-year-old preschool class that operates Monday through Friday from 9:00 am until 11:30 am during the school year.

The center uses ABC Jesus Loves Me during the school year to develop lesson plans. This curriculum addresses math, literacy, sensory, art small and gross motor activities. They use the Grow curriculum for the summer. This is a summer camp type of curriculum that is very interesting. Teachers prepare their own lesson plans. Activities are based on weekly themes. Lesson plans were available for review in each room on their computers.

There was a phone with emergency numbers in the school-age space and in the office. Rooms communicate with one another with walkie talkies. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits throughout the center. A daily schedule was posted in each room.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was completed in March 2022 and must be repeated in two years. Results were within EPA guidelines. A current fuel burning inspection was not completed. These must be done annually. Carbon monoxide detectors are present in the fire alarm system located on the ceiling in each room. Outlets were protected. The fire marshal inspection occurred on 03/29/21, with compliance on 04/02/21.

The center is using the ProCare app for daily sheets for the children under the age of two. All the rooms are using the app to communicate with the families. Staff members can send the parents pictures and parents receive information in real time. Parents can access the lesson plans through ProCare. The center uses the Gusto app for staff pay roll.

The center does not participate in the Child and Adult Care Food Program (CACFP) but does follow the guidelines. The program provides breakfast, lunch and a morning and afternoon snack. Meals and snacks are prepared on site. They have use of an air fryer, roaster and instant pot. The center uses a five-week rotation of menus. Menus are posted on the ProCare app for parents.

The kitchen was observed to be clean and organized. There is an industrial refrigerator and freezer, and thermometers were present. There are two dishwashing sinks and an industrial dishwasher. All dishes are returned to the kitchen to be cleaned and sanitized. Disposable products are mostly used. Food items were stored according to NHSPS guidelines. All staff members have completed the Serv Safe training.

The center provides one brand of formula, jar food and cereal for the infants. Parents are allowed to bring their own formula and food for the infants if they want a different brand. Bottles are made in the classroom and cleaned and sanitized in the room. A refrigerator is in the infant room and one-year-old room and thermometers were present. You must add a thermometer in the freezer portion in the infant room.

Bleach is being used to sanitize the food tables and disinfect the changing tables. Make sure all the bleach and soap bottles are clearly labeled. I observed the teacher prepare the tables for snack and lunch and proper procedures were followed.

I observed and discussed diaper changing procedures in rooms. In the Waddler room the staff member was not using soap and water to clean the changing table prior to the disinfectant. This must always occur. In the Waddler room, I observed a staff member holding the children while cleaning and disinfecting the changing table. You cannot hold children while cleaning and disinfecting the changing tables. After a diaper change wash the children's hands, set them on the floor and return to clean and disinfect the changing table. Staff members and children were observed washing their hands and IDPH handwashing procedures are followed.

In the infant room the staff members were hooking blankets on the front of every club to keep the light away from the children while they napped. This cannot occur. You must always maintain visualize supervision of the children in your care. This includes not allowing a child to sleep in a corner where they cannot be seen.

The parent information is located on a bulletin board inside the entrance. 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 program has two fenced in playground areas. The area on the east side of the center is for children under the age of three. There is turf for fall surfacing. There is a small piece of climbing equipment, a slide, a caterpillar tunnel, riding toys and a playhouse. There is a tarp for shade. There is also a grassy area.

On the north side of the center is the playground for children three-years-old and older. There is a grassy area and an area with climbing equipment where rubber mulch is used for fall surfacing. There is also a playhouse and stationary toys for the children to climb on. There is a bench, and a tarp provides shade.

Staff and children files were reviewed at the time of the licensing visit. I reviewed fifteen 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 emergency dental information. There were two missing physicals and an outdated physical.

I reviewed five staff files. The fingerprints for one staff member could not be located and one staff member did not have a physical.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

Staff members were observed to have great teamwork with each other and amazing interaction with the children. They have a good routine and provide the children with clear and easy to understand directions. Staff members were on the floor reading to the children and interacting at the children's level. Staff members offered the children choices and were patient. They used PBIS tactics to redirect children. They provided good handwashing reminders. Staff members used play to teach the children about colors and to count. They provided the children with praise and encouraged them to use their imaginations. Staff members greeted the parents and children as they arrived for the day. It was obvious the children enjoyed their time at the center.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Burrow states partnering with Taylor Physical Therapy has been terrific. They attend staff meetings every other month to teach the staff about different topics and put information in their monthly newsletter for parents. They come to the center and do universal developmental assessments for all the children (communication, motor skills, sensory, feeding, etc.). They provide physical therapy, speech, occupational therapy and feeding therapy. The staff members complete assessments using a screening tool every six months.

Ms. Burrow states they provide parent-teacher conferences to parents.

The center is in a secured building and there are cameras outside of the building.

Ms. Burrow states they have a great relationship with Wartburg College.

The center is active on social media. They have a Facebook and Instagram account. They also have a website.

Ms. Burrow states the center uses ProCare to communicate with parents and for billing and they use Gusto for pay roll. She states ProCare and Gusto have a partnership.

Ms. Burrow states they have applied for IQ4K, but there is a waiting list to take the ITERS training. She states it has been frustrated.

The program is flexible and tries to work with families to provide care.

Ms. Burrow states that she and Mr. Burrow have terrific teamwork. She states he takes care of all the paperwork and forms. They both have a passion for the children. They are open to trying new things and problem solving to provide the best environment possible to the families they serve.

Mr. and Mrs. Burrow are dedicated to the center. They work with Child Care Resource and Referral and the childcare nurse consultant to continue to learn and grow.

Mrs. Burrow states they have lived in the Waverly community for several years and know several community members which can be an asset.

There are pictures of the staff members outside of the classrooms.

The library visits the center once each week. The librarian reads the children books and brings books for the center to use with the children.

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 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: 1

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: 1

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 emergency dental 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, 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

109.12(5)b: Infants diapered in a sanitary manner as needed in central diapering area.One changing table for every 15 infants/toddlers needing diaper changes.Diapering, sanitation, and handwashing procedures posted and implemented in central diapering area.
Additional concerns: In the Waddler room the staff member was not using soap and water to clean the changing table prior to the disinfectant. This must always occur. In the Waddler room, I observed a staff member holding the children while cleaning and disinfecting the changing table. You cannot hold children while cleaning and disinfecting the changing tables. After a diaper change wash the children's hands, set them on the floor and return to clean and disinfect the changing table.

V. SPECIAL NOTES/RECOMMENDATIONS:

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

In October 2023 an administrative change is being made to name Ashley Ludemann as a co-director with Beth Burrow. Ms. Ludemann has a BA in Leisure, Youth and Human Services. She previously worked in the school system. Wendy Buchman is being named as the new on-site supervisor. Ms. Buchman has a BS in special education.

*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.