

RECOMMENDATION FOR LICENSE:	
X	FULL license from 11-01-2018 to 11-01-2020
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Amy Lyons

Date: 04-12-2019

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

Not applicable.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Hand in Hand - Westfield has been in operation since August, 2016. Hand in Hand - Westfield is located inside Westfield Elementary School. The program provides full-time and part-time childcare to school-age children. Current enrollment is 71.

Hand in Hand multi-site owner/co-director is Kathy Pruitt. Ms. Pruitt holds a degree in Early Childhood Education and Business Management. Ms. Pruitt has achieved the National Administrators Credential (NAC) and is a member of National Association for the Education of Young Children (NAEYC). On-site supervisor Chalet Brown has over 10 years of experience working with children and continues to participate in much child development related training.

On 4/10/2019, all program space was observed.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Hand in Hand operates multiple sites throughout the community. Hand in Hand offers a variety of early learning/childcare programming options to help meet the needs of children and families throughout the community.

Hand in Hand has the following website for families and the community to learn more about their programs:
<http://handinhandinc.com/>.

Hand in Hand completes a monthly program/school-age newsletter. The newsletters include program information, program reminders, and upcoming event information. Summer camp 2019 planning and enrollment has begun. The theme for the 2019 summer camp is "caring". Summer camp allows opportunities for water activities, guest speakers, theme days, and offsite field trip events. Enrollment for the 2019-2020 school-year childcare programming is also commencing.

Management is organized, and in turn, the program operates smoothly. Hand in Hand has established an administrative multi-site school-age supervisor position. Since December, 2017, the Hand in Hand multi-site school-age supervisor has been Katie Little. Ms. Little has a BA in nursing and marketing management with over 3 years of experience working with children. The Hand in Hand - Westfield site specific on-site supervisor Chalet Brown discussed how the Hand in Hand school-age sites collaborate well with one another to do menu/food service planning, curriculum planning, and brainstorm programming ideas.

Hand in Hand – Westfield has an organized parent/program communication center (where required postings and child sign-in/sign-out information is maintained). Administrative items are stored in an organized and confidential manner. The program continues to update the use of technology to allow for increased electronic communication with families and increased security mechanisms.

The multi school-age sites of Hand in Hand sponsor a “Rainbow Reading” program to help children read daily and increase child literacy. Ms. Brown discussed how the program has added more opportunities for small group work/activities due to

the large enrollment. This includes smaller groups for food service, reading/homework time, self-selected activities, and large gross motor events.

Hand in Hand - Westfield collaborates well with the school custodial staff, school administration, kitchen personnel, and school nurse to help ensure the program areas are sanitary and hazard free each day. Since the last review, the program's primary space located in the school cafeteria obtained new tables with attached seats. There is an AED on-site. The school kitchen is regularly inspected by the health department. Ms. Brown discussed being proud of the communication between the school and childcare in order to ensure they are aware of school events, programs, and so on which may impact children/families enrolled in the childcare.

Hand in Hand - Westfield partners well with many community entities including the local nurse consultant, early access services, local school districts, local businesses, and the CART program.

Staff were observed reminding children to "catch their coughs" in elbows and hand wash at appropriate times. The program supports a "safe shoe" policy.

Hand in Hand - Westfield has a variety of materials to maintain children's interests. Supplies include puzzles, sensory items, crafts, large gross motor materials, games, creative dramatics, and building mediums. Materials are stored in an organized manner making them easily accessible to the children.

On the day of the monitoring visit, small group activities for snack, reading/homework time, large gross motor activities, and self-selected choice activities was observed. Child selected activities included building with Legos, card/board games, imaginative play items, and crafting. Many positive words and meaningful discussion were overheard during the visit. Staff interacted well with the children during programming activities. Routine transitions (cleanup, rest-rooming with hand washing, snack rituals, etc.) went smoothly. Staff utilized positive redirection when needed. Children appeared comfortable and to be enjoying themselves while at the program.

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

109.6(6). Record checks

- One staff file reviewed lacked documentation of required federal/national record check results.

V. SPECIAL NOTES/RECOMMENDATIONS:

Continue to ensure each child's personal items are stored separately and off the floor. This will help prevent the spread of respiratory illness as well as the spread of possible lice, bed bugs, etc.

A full license is issued. Thank you for the visit.

*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.