

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

Name of Center: The Voyage Early Learning Journey **Enrollment:** 54 **License ID No. (Reapplications)** 49740

Street: 1101 SE Gateway Dr **City:** Grimes **Iowa Zip** 50111 **County:** Polk

Mailing Address: 1101 SE Gateway Dr, Grimes, IA, 50111

Director's Name: Kristen Miner **Phone Number:** 515-986-9203

On-Site Supervisor(s): Candice Langworthy **E-Mail:** kminer@thevoyageelj.com

Date(s) of Visit: 06-01-2018

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 03-09-2018

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

Date Inspected: 03-16-2018

Comments : Johnston - Grimes Fire Marshal.

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X **Profit** **Non-Profit** **NA**

Accreditation: **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:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>		
LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	48	24	89	34	195
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 07-01-2018 to 07-01-2020
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Nate Knepper

Date: 06-04-2018

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

The first, full licensing visit for this center was conducted on 6/1/18. The owner/director was present throughout this visit and the on-site supervisor for portions of the visit.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

The Voyage Early Learning Journey is a new center in Grimes, IA that was given permission to open on 4/2/18. The center serves children ages six weeks in age to roughly 10 years is age using the High Scope Learning Curriculum. There are a total of 12 classrooms.

The owner and director of this center is Kristen Miner. Kristen has a BA degree in Elementary Education and a Master's degree in Education Leadership. Kristen previously worked for several years in the school setting. Candice Langworthy is the on-site supervisor. Candice has her CDA. Previous to this position, Candice had worked for many years at another center which included time as an assistant director.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This is a new center that fills a need in the community.

The center was clean, well lit, and nicely decorated.

There is an indoor gym when weather or conditions do not permit outdoor play.

The center has a website, a Facebook page, and they use the application, Sandbox. Information such as children's daily sheets (if children under two years of age), food menu, handbooks, staff, etc. can be found.

Security cameras are installed.

The director feels she has a good group of staff and the culture is good.

The director appears organized.

Individual and informal weekly meetings are held between the director and her classroom staff.

Enrollment is expected to increase significantly in the near future.

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.

1. One staff member needs to be further evaluated and forms need to be sent into DHS.
2. Fingerprinting of staff is past due. The owner/director has the fingerprint cards.

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: One file was missing a physical.

109.10(11): Smoking and use of tobacco products shall be prohibited in the center and every vehicle used to transport children. Prohibited in outdoor play area during hours of operation. Nonsmoking signs shall be posted at every entrance and in every vehicle used to transport. Signs shall include: Telephone number for reporting complaints. Internet address to DPH. No Smoking signs were missing at the front entrance and the center vehicle.

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. Fire drills were not conducted in April and May of 2018 but tornado drills were. The center will have to make up these two missed drills the next two or three months in addition to maintaining monthly drills for the upcoming months.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. There may be a built in carbon monoxide detector but no record could be found of this. If there is not a built in carbon monoxide detector, the owner will have to purchase one.

109.12(4): Procedures are developed and implemented to maintain equipment and materials in a sanitary manner. Because each child does not have their own mat for sleeping, these mats should be sanitized daily rather than weekly.

109.15(1): Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines. Some of the listed food items on the menu are incomplete and/or are not considered credible.

109.15(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed

There were some issues with dry food storage. If food is not entirely consumed, it should be sealed in plastic containers and/or seal-able bags.

V. SPECIAL NOTES/RECOMMENDATIONS:

The link to center reports was emailed to the center after the visit concluded. All centers are now responsible for printing out their own licensing visit reports.

The center is in the process of making their disaster evacuation kit and will also have to come up with a disaster evacuation written plan.

The phone cords should be tucked up higher so inaccessible to children.

Radon testing is due a year after the center opened (so no later than 4/2/19) and must be tested in each classroom. Radon testing is then due every two years after the initial test.

The furnace is new and was installed after the building was constructed. This is an annual inspection.

The center has purchased a van and will be taking field trips off site in the near future. Regular maintenance should be performed on the van. The center will also transport children to/from school.

Styrofoam should not be used for preschool and younger children as it can be a choking hazard.

The CACFP Handy Dandy Guide as well as food menus were emailed to the center on 6/4/18.

A food allergy action plan was emailed to the center on 6/4/18.

It was noted that one child file reviewed is within the 30 day grace period of needing an updated (annual) physical.

The playground is a work in progress. Once completed, the center will have to conduct monthly playground checks.

The language "unless restricted by a court order" should be added to the parent handbook in the Parental Access section where it says "parents are welcome at any time".

In the staff handbook, it can be noted that Essentials training (which is due within the first 90 days of employment) can be counted as professional development training hours the first year of employment.

In the staff handbook, staff have to pass an Iowa and a National record check process. Only National was listed in the handbook.

A new, full, two-year license is recommended. The record check situation should be handled immediately.

If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your consultant at 515-725-2654 or email nknepe@dhs.state.ia.us so that we may discuss the issue. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report.

*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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