Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Appanoose County Head Start

Provider No.: 25165

Address: 722 N 1st St, Centerville, IA, 52544

County: Appanoose

Director's Name: Elizabeth Fairchild

On-Site Supervisor: Morgan Small and Lora Condra

Phone Number: 6418566089

E-Mail: lfairchild@sieda.org

HHS Visit Date: 11/21/2025

Licensing Period: 10/01/2024 to 10/01/2026

Fire Inspection:

Date Inspected: 08/27/2024

Comments: performed by Centerville Fire Department, due annually

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 3

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8:00 AM to 4:30 PM	
Tuesday		8:00 AM to 4:30 PM	
Wednesday		8:00 AM to 4:30 PM	
Thursday		8:00 AM to 4:30 PM	
Friday			
Saturday			

Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			40		40
Summer					0

1. Basic Overview

Appanoose County Head Start is located in two classrooms in a single story metal frame building on the campus of Indian Hills Community College in Centerville. The center shares the building with another licensed child care center, Kids World Child Care. The center is owned and operated by Southern Iowa Economic Development Association (SIEDA), a community action agency headquartered in Ottumwa, IA. The center offers a full day and two half-day Head Start programs four days per week.

The director is Elizabeth Fairchild. Ms. Fairchild directs several Head Start centers in southern Iowa for SIEDA. Ms. Fairchild taught Head Start for seven years at the Sigourney site and worked in the school system for several years prior to that. The on-site supervisor/director is Morgan Small. Ms. Small oversees other sites for SIEDA. She has held this position since 2015. Ms. Small has a Bachelor of Arts in Human Sciences and Psychology minor and an AA in Early Childhood. Ms. Small directs under the leadership of Elizabeth Fairchild. Ms. Fairchild has been directing Head Start for 7 years and worked as an onsite supervisor for head start prior to this position. OSS Small and/or Ms. Fairchild cannot be present daily. A Director or on-site supervisor must be on-site during the hours of operation or a minimum of six hours of center's hours of operation. The program appointed Lora Condra as on-site supervisor when OSS Small is not able to be present. She meets qualifications for this position. OSS Condra has been employed with Head Start since 1997. Another employee at this site is long term -Marsha Clark (2010). A teacher's aide, Heaven Booy has also been a long-term employee with Head Start serving since 2016. Carmen Duffield the former nutrition aide has been with Head Start since 2003. She transferred to this site from Davis County Head Start as nutrition aide in 2021. She's been employed with HS since 2003. The success of this program is due to this sites ability to maintain long-term employees.

Enrollment for the program is typically full or near full capacity each year. On 11/21/25 I made unannounced licensing

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visit to Appanoose County Head Start and met with staff members, and the nutrition aide. Staff were actively engaged in providing the Head Start program to the children at the time of the visit. All program areas were observed on the visits.

The program space contains a small kitchen area in the back of the building, restrooms attached to each classroom and open space for each classroom. The building is clean, bright, open, attractive and equipped with a wide variety of child sized furniture, equipment, toys and learning activities.

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

Program Nutrition Practices Observed:

The program provides a mid-morning snack, lunch and pm snack. The program has well-kept meal records indicating minimum nutritional requirements are met. CACFP requirements are followed daily.

Food allergy action plans are in the classrooms. They should be posted so staff can refer to the plans if an allergic reaction occurs. We discussed the Allergy Action Plan and where to access the form online should new enrollments come in with allergies.

Sufficient refrigeration and storage is available in the kitchen area to facilitate food services. I inspected the refrigerator and freezer. No opened food items were observed. Recommended temperatures for cooling are 40 degrees or lower and zero degrees and lower for freezing. The refrigerator was clean.

A large pantry area is available for nutrition staff. Other food storage (dry) was appropriate. No food was stored on the floor. No dry food had been opened which was not placed in a sealed container. No expired or outdated food items were observed. The center hired a new nutrition aide in October.

Program Health and Safety:

The program may administer daily prescription or non-prescription medication and emergency medication if necessary. Medication procedures were reviewed. The center has sufficient forms for getting parent authorization and documentation of medications to be given if needed or prescribed. Medications (including sunscreen) were stored in original containers with physician/pharmacist directions and label intact when on the premises.

Regulations regarding storage and maintenance of a first aid kit were reviewed. A labeled First Aid Kit is onsite and kept inaccessible to children. First-aid supplies were sufficient to address minor trauma. A quiet area for ill or injured children is designated in each room.

Environmental testing and the maintenance of any necessary detection equipment were reviewed. Radon testing is due every five years. Testing has been completed and are below 4 pci/L. An annual fuel burning appliances inspection is due annually. One was present that had been performed within the past year. Non-battery-operated UL approved carbon monoxide detectors are onsite. The packaging on the unit should have an expiration date for the unit. The building was constructed after 1960 so a Visual Lead Based Paint Assessment is not required. The program is on city water; therefore a water analysis is not required.

General regulations regarding safety policies and procedures were reviewed. No employees of the center are under 18 years of age. The program team consists of the Director, on site supervisors a nutrition aide and other staff. More than one staff member at this site would qualify as OSS. Ratio was observed and maintained according to license standards for preschool age children the day of the visit. The rooms have free flowing arrangement that allows the children space and movement. An appropriate amount of program equipment, toys and activities were noted, and materials are present and frequently rotated.

Thorough inspections of the rooms (restrooms, classroom, kitchen) were conducted. Space requirements of 35 square feet of usable floor space for each child is met. The rooms and outdoor play area are open which allows staff to supervise children from across the room/play area. Ventilation was adequate. Windows can open in each room and should be opened when the weather is appropriate to circulate fresh air.

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Ceilings are high creating a great amount of light and space. Windows can be opened when weather is appropriate to assist in ventilation. Tornado and Fire drills were discussed and completed. Some forms were not present due to OSS Morgan not having a printer available. Head Start staff send these in monthly to the main office.

General regulations regarding sanitation policies and procedures were reviewed. Waste containers were covered. Restrooms were clean and had an adequate amount of toileting supplies. For further guidance on general sanitation issues IDPH CCNC may be consulted.

During rest after lunch children are spaced at least 2 feet apart.

All volunteers to the center should have the following requirements met:
Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:
a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
(2) A communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children.
b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B
(2) Complete Form 470-0643, Request for Child Abuse Information.
(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitute's responsibilities as a mandatory reporter.
Any visitors to the Center shall complete the tasks above.

Program Playground:

The outdoor play area contains age-appropriate climbing equipment and rubber surfacing. Playground inspections were documented. Shade is provided by the building, trees and play structures.

A few safety hazards were observed in this area. During gross motor activity each child should have at least 75 square feet of space each. The Childcare Weather Watch is utilized if outdoor play is questionable due to varying weather conditions.

Emergency medication and contacts are taken outdoors with the children along with a First Aid Kit.

Program Transportation Arrangements/Field Trips:

The program does not own a vehicle and provides no transportation. Field trips are not taken. The program may take walks on college campus.

Program Administrative Records:

Required written policies are provided to parents in the form of a parent handbook. Required notices and postings were present. A No Smoking sign and all other mandatory postings included Mandatory Reporting, Consultant Contact Information and the Center license are now present. Poison Control and 911 are also posted.

Staff files are reviewed annually including CPR/First Aid training (2 years), Mandatory Reporter training (must be updated every 3 years), physicals (every three years), signed statements of criminal conviction (only one time at beginning of employment), Fingerprints (due every 4 years) were reviewed. Professional development updated annually was present. Iowa Criminal Background checks (due every 2 years) were current. Katie Thompson, SIEDA main office provided HHS with staff records on 11/24/25. She has a good tracking system in place ensuring most requirements for training and background checks/ physicals are met. The program employs 5 staff and an OSS. Four staff members have been with Head Start 9 years or more.

Child files and all annual updates including field trip authorizations, emergency contacts and pick up authorizations were reviewed. Physicals should be updated annually. Files were observed in Child Plus. Immunizations are in the files. Rebecca Pfannebecker with the Iowa Department of Public Health (Appanoose County) conducted an immunization/child physical audit this year. OSS Small sent dates of all child physicals on 12/17/24. All children enrolled had up to date physicals.

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Annual emergency procedures training should be held and documented annually. The Emergency Preparedness Plan is complete per OSS Small. All staff were trained around August each year.

2. Identify Observed Strengths of the program

Since Ms. Small has taken this position violations at the site have decreased.

3. Identify the aspects that fall below the standard

1. The OSS agreed to go over the EPP with all staff and have them sign and date acknowledgement of such.

2. Tire chips need replenished. Tripping hazards exist in the outdoor play area. Concrete is piled up by poles. There is a drop off in the outdoor play area that is a tripping/fall hazard.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

5. Special Notes/Recommendations

Several staff at this program have been employed with Head Start for several years.

Under the direction of Director Fairchild and On Site Supervisor Small SIEDA Head Start sites commonly have very few violations. This is recognized and duly noted.

Based upon this review, it is recommended that this Head Start program remain in Full licensing status. The center is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

The program should have regular collaboration with CCR&R (Karen Lauer) and IDPH CCNC (Mandi Lauderman) to ask for assistance in identifying/maintaining licensing regulations throughout the year. HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website for more information. http://idph.iowa.gov/hcci/consultants. Iowa Department of Public Health Child Care Nurse Consultants can perform an Injury Prevention Checklist both outside and inside. Consultant Mandi Lauderman visited the program last February and conducted a Health and Safety Checklist. She provided handwashing training and went over the health and safety checklist in March 2024.

HHS encourages you to contact Child Care Resource and Referral consultant and IDPH CCNC. They offer centers assistance with meeting the HHS regulations, IQrK, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website for more information: http://www.iowaccrr.org Karen Lauer is the facility consultant. She provided information on IQ4K to the program in 2024. She visited the program in December 2025.

Date: 12/18/2025

HHS Licensing Consultant: Jill Seibert

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Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.