

RECOMMENDATION FOR LICENSE:	
X	FULL license from 10-01-2017 to 10-01-2019
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Heidi Hungate, MSW

Date: 09-25-2017

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was completed at this center on 9/13/17. Karrie Palsgrove is the owner and director of the center. She meets center director qualifications. The center is for profit. The center provides care for school age children who attend the Camanche Elementary School before and after school on school days only with Wednesday afternoon care being longer because of early dismissal each week on that day (1:45pm).

The center uses the cafeteria of the school as the licensed program space. Cafeteria tables are used for table activities. The center provides a very good supply of games, blocks, dramatic play items, drawing/coloring materials, etc. Staff do an excellent job of setting materials out for the children to allow the children a choice among a variety of activities. The center uses plastic baskets for children to store their personal items separately. Restrooms areas for toileting and hand washing functions are located in the hallway outside of the cafeteria. The center may have access to the school gymnasium for indoor large motor activities. The center will need to ensure the fire inspector has approved the use of this space. All program space was observed.

The center serves afternoon snack only. The center does not participate in the CACFP. The center will allow children to bring their own breakfast from home.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Child care has been provided at this location since 1996 previously under DOE regulations. The center provides a much needed resource to the children and families in this community. The center reports an excellent relationship with the school. The center provides an ample supply of materials for play and program activities. Items are brought out and set up on the tables so that they are readily accessible to the children. The staff were observed to be engaged with the children. The center has worked hard to make corrections and improvements in compliance since the previous licensing visit. They have also been very willing to work with their local CCRR consultant on center improvements.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

1. Update consultant/standards posting with the most recent posting.
2. Full emergency plan posting with all required elements is needed at the hallway exit door that is near the gym.
3. Ensure snacks meet CACFP requirements. One snack of pickles and 100% juice does not meet the requirement of at least two different components.
4. The center will need to ensure proper food service procedures, including table preparation requirements are followed for

children eating breakfast at the center.

WRITTEN POLICIES:

1. Improve staff handbook to include the annual training hours required for staff in their first year of employment and then every year after.
2. Improve incident reporting policy in staff and parent handbooks to include all incidents not just injuries, see language in rule 109.10(10).
3. Improve medication policy in staff and parent handbooks to include the requirements for parent authorization and staff documentation procedures, see language in rule 109.10(3).
4. Biting policy in staff and parent handbooks need to include all of the required elements, see rule 109.4(2)g 1-8.
5. Improve unlimited access policy in staff and parent handbooks, see language in rule 109.5(1).
6. Parent handbook needs more specific information regarding enrollment, discharge and withdrawal policies.
7. It is recommended the center add the no smoking policy in staff and parent handbooks.
8. It is recommended that the center improve the confidentiality policy per rule: "237A.7 Information regarding a child in a child care center or their relative is confidential. If this information is released by visual, verbal or written means, written consent from the parent or guardian is in the file or a court order allowing the release of the information."

This center will remain with a full license. Please address the concerns noted above in the report so that corrections are observed at the next visit. It is recommended that the center work with CCRR on handbook improvements, and these can be sent to the licensing consultant for review. This report does not require a written response. Thank you.

*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.

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