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

Name of Center: Tiny Trojans Before, During and After Care **Enrollment:** 46 **License ID No. (Reapplications)** 49141

Street: 33980 310th Street **City:** Neola Iowa **Zip** 51559 **County:** Pottawattamie

Mailing Address: 33980 310th Street, Neola, IA, 51559

Director's Name: Angela S. Huseman **Phone Number:** 712-485-2257

On-Site Supervisor(s): Laura Cunningham, Megan Severn **E-Mail:** ahuseman@tctrojans.org aehlers@tctrojans.org

Date(s) of Visit: 02-27-2024

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** **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: 05-17-2023

Comments :

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

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: Infants (0-23 mo.) 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			20	50	70
Summer					0

QRS Rating: N/A

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: Kathy DeGeorge-Evans **Date:** 03-05-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year licensing visit was made to Tiny Trojans Before, During and After Care on 2-27-2024. The program is located in the Tri Center Elementary School.
Before and after school programming and child care is provided to preschool age children during the school year, and full day child care is provided for service days, school breaks and during the summer.
The school provides the four year old grant preschool program. There are 46 children enrolled.
Angela Huseman is the director of the program, she is the superintendent of the school district. Angela has a bachelors, masters and doctorate degrees in education. Laura Cunningham and Megan Severn became the on-site supervisors in January 2024. Laura was previously working in the program and Megan worked at the center for one year in 2018 to 2019. The previous on-site supervisor left at the end of January 2024. I met with Laura Cunningham and Megan Severn during my licensing visit.

Observation of room:
Preschool to first grade children use the preschool room and second grade to fifth grade children use the library for programming, the gym is also utilized. Twelve children and three staff were present, the children were having fun playing. The toys and equipment in the centers are rotated frequently. There was a fun variety of age and developmentally appropriate toys and equipment. The school provides a four year old preschool program - that program isn't licensed.
The children were having fun playing with playdough. Lesson plans/activities are needed.

Nutrition:
The school provides the meals for the program. Make sure you are following the CACFP food guidelines. Menus were needed - please post menus for all meals served.
Some children bring their lunch and those are refrigerated. Make sure you have thermometers in your refrigerators and freezers.

Health and safety:
Medication management procedures are followed when a child is prescribed medication. I am recommending that staff take the medication administration training.
The center wasn't following proper sanitizing procedures - the bleach/water wasn't being mixed daily. Please follow the three step bottle procedure for sanitizing - 1. soap/water, 2. rinse water, your EPA approved and child care approved product for sanitizing. If you are using bleach you will need to follow the mixing instructions on you specific bottle of bleach you are using, if the directions aren't on the bottle please refer to the website on the bottle of bleach you are using. Bleach/water must be mixed daily.
Fire/tornado drills haven't been practiced and documented consistently. Fire and tornado drills are required monthly, begin completing them immediately. It may be beneficial to post the fire/tornado drill form on the wall in your program room to help you remember the monthly drills.
Radon testing is required every two years and test results must be under a 4.0 pCi/L. It is the department of Educations responsibility to make sure those are completed in all program rooms.
The annual fuel burning inspection/boiler inspection - boiler inspection will expire in October 2024.

Make sure you have complete first aid kits in the program rooms and a first aid kit is needed when you are playing outside.
Staff could not locate all of the emergency procedures, I saw the emergency procedure for intoxicated parent. Make sure you have all of the required emergency preparedness procedures, and review them with staff on a regular basis.
The center completes annual water testing.

Playground:
The program uses the school playground. Monthly playground inspections weren't completed - please begin completing this form immediately. It may be beneficial to post the monthly playground safety check form on the wall to help you remember to complete it. The current playground safety inspection form was emailed to Laura on 2-29-2024.

Transportation:
The school bus provides transportation to some children. No field trips are taken.

Administrative records:
Children's files were read and were incomplete. Preschool age children must have a current annual physical, some files were missing a current physical. Children under school age must have a copy of their immunization record on the Iowa immunization form. School age children can have their immunizations in the school if the program is in a school.
Staff files were read and were incomplete. Some staff didn't have current record checks - please have these completed immediately. Please review your record check directions and make sure your administration understands the requirements.
Please review all staff files and have them updated with the required information, including annual training requirements.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Laura Cunningham and Megan Severn became the on-site supervisors in January 2024. They have been learning the licensing rules.
Staff had excellent interactions with the children, they were positive and attentive to the needs of the children.
This is an excellent resource for the community and school.

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

109.6(2): Director or on-site supervisor on-site during the hours of operation or a minimum of six hours of center's hours of operation.
Information on on-site supervisor's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination.
On-site supervisor meets qualifications or is "qualifiable" with a plan established to meet qualifications.
Please email the on-site supervisor qualification worksheets for Laura and Megan.

CORRECTED - 109.6(6)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs. Updated national record check information was completed in March 2024. Make sure all staff have current national record checks.

109.7(2): Center directors and all staff have the required contact hours of training.
Make sure all staff have the required contact hours of training.

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.
Make sure all staff have a current physical on the required DHHS form.

109.9(2): All files are updated at least annually and when a change occurs.
Please review all child files and have them updated with the required information.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Preschool age children are required to have the Iowa immunization form in their files.

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.
Make sure all preschool age children have a current annual physical.

109.10(1)b: School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions.
School age children are required to have an annual statement of health signed by the parent in their files.

109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children.Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards.If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with functional or access needs.
Emergency policies and procedures are required. Make sure you have all of the DHHS emergency policies and procedures.

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/tornado drills haven't been practiced and documented consistently. Fire and tornado drills are required monthly, begin completing them immediately. It may be beneficial to post the fire/tornado drill form on the wall in your program room to help you remember the monthly drills.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.
The center wasn't following proper sanitizing procedures - the bleach/water wasn't being mixed daily. Please follow the three step bottle procedure for sanitizing - 1. soap/water, 2. rinse water, your EPA approved and child care approved product for sanitizing. If you are using bleach you will need to follow the mixing instructions on you specific bottle of bleach you are using, if the directions aren't on the bottle please refer to the website on the bottle of bleach you are using. Bleach/water must be mixed daily. Remove push pins/tacks as they are a health and safety hazard if a child were to put them in their mouth.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
Monthly playground inspections weren't completed - please begin completing this form immediately. It may be beneficial to post the monthly playground safety check form on the wall to help you remember to complete it. The current playground safety inspection form was emailed to Laura on 2-29-2024.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.
Lesson plans/activities are needed.

109.12(4): Sufficient toilet articles are provided for handwashing.Sufficient and safe indoor play equipment, materials, and furniture that conforms with CPSC or ASTM.Play equipment, materials, and furniture meet the developmental, activity, and special needs of the children.Room’s arrangement does not obstruct the direct observation of children.Individual covered mats, beds, or cots, and appropriate bedding is provided for all children who nap.Procedures are developed and implemented to maintain equipment and materials in a sanitary manner.Sufficient spacing is maintained between equipment to reduce transmission of disease and allow ease of movement by children and staff to respond to activities and care needs.Sanitary procedures are followed for use and storage of personal hygiene articles.
Additional concerns: Mats and cots must be covered.

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks.Menus planned one week in advance, made available to parents, and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.
Make sure you are following the CACFP food guidelines. Menus were needed - please post menus for all meals served.

Please send me an email by April 15, 2024 and let me know how the items listed above have been corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 8-1-2023 to 8-1-2025.
Off year licensing visit 2-27-2024.

A referral to Child Care Resource and Referral has been made to provide consultation and training in the noncompliance areas.

Please send me an email by April 15, 2024 and let me know how the noncompliance items listed above have been corrected.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (712)328-4877; or kdegeor@dhs.state.ia.us so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

*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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