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

Name of Center: SCICAP-Osceola Head Start **Enrollment:** 40 **License ID No. (Reapplications)** 36893

Street: 2500 College Drive **City:** Osceola Iowa **Zip** 50213 **County:** Clarke

Mailing Address: PO Box 715, Chariton, IA, 50049

Director's Name: Jennifer Mitchell **Phone Number:** 641-342-1088

On-Site Supervisor(s): Kelly Milne **E-Mail:** jmitchell@scicap.org

Date(s) of Visit: 05-08-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 06-27-2025

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

Date Inspected: 09-20-2024

Comments : due every 3 years, performed by Seth Jones, DIAL Fire Inspector

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 X Other NA

Program Serves: Infants (0-23 mo.) 2 Years X Preschool-Age School-Age

Get-Well Evening Care X Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			48		48
Summer					0

QRS Rating: 3

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 10-01-2025 to 10-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 06-30-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

SCICAP Head Start Osceola is a Head Start program administered by SCICAP. In 2011 the program relocated to a remodeled wing of an empty nursing home. The center relocated in 2022. The new location is on the edge of Osceola and shares a boiling with another childcare program. This is a locked door facility. This programs operates on a school year schedule. They offer two classrooms of a full day program. Wrap around care is provided Monday-Thursday from 6-8 am, and 3-6 pm. On Friday's there is no Head Start, but the children who use the wrap-around program can attend from 6am-6pm.

Jennifer Mitchell was appointed program Director in 2023 and also oversee several other Head Start sites in the SCICAP area. Kelly Milne is the on site supervisor (2022 and employed with HS since 2021). She is present daily. Prior to that she worked at Head Start in Minnesota. She meets the points for this position. Each teacher has a classroom aide. All employees are over 18 years of age.

The program has two classrooms, and each room has a capacity of 24 children. Each classroom has two toilets and two sinks, plus another sink in the program area of the room. The rooms have activity centers arranged throughout them. Low shelves are used to separate the areas and to also hold the toys and equipment and supplies needed for the different activity centers. The use of these low shelves also allows for better sight supervision of the children. There was a nice variety and duplication of play items for the children to choose from for their play. The walls were decorated with different learning cues and art projects done by the children were also on display.

A parent board is located outside each classroom. Current lesson plans were posted. A weekly newsletter in both English and Spanish was also on the parent board. The newsletter reviews what the children did that week, and what they will be doing in the following week. Creative Curriculum and Teaching Strategies Gold is used for the curriculum. This meets the physical, emotional, and developmental needs of the children. Head Start conducts two home visits and two conferences during the school year.

I visited this site on 5/8/25. The visit consisted of classroom and building area review and observations of nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Program NUTRITION:

This program participates in the federal food program. The children in the full day program receive breakfast, lunch and an afternoon snack. Ten week rotating menus are prepared by the Village staff The facility kitchen is used and meals are prepared by the Village cook. . Food items are stored according to NHSPS guidelines. Thermometers are located in both refrigerators and the temperatures are recorded. Children eat meals family style in the classrooms. Snacks are eaten in the classrooms. The staff sit and eat with the children.

A late PM snack is served to children in the WRAP program. Head Start provides this snack.

Program HEALTH AND SAFETY:

Any medicines children would have are stored in the office or refrigerator. We discussed that any child with allergies must have an allergy action plan on file. Children wash their hands upon arrival at the center and again at various times throughout their day. Each classroom has a fully stocked first aid kit. Fire and tornado drills are practiced and documented monthly. This facility is all electric so does not require a fuel burning test of the furnace. A carbon monoxide detector s are in each room. Radon testing is conducted at least every 2 years. Testing results were under 4 pci/L. Updated testing is due every 2 years. When napping the light in the room should be adequate so that a person coming in from outside the room can see all children.

Fire and tornado drills should be conducted each month.

All cabinets have child safe locks on them. Cleaners were inaccessible during the visit. Ventilation is in both restrooms. Each classroom has large windows and lighting is adequate.

Recently children were admitted with allergies and asthma. OSS Milne is working with parents to get allergy and action plans signed by a physician. These will be posted in the classrooms so staff know how to react in case of an allergic reaction.

Program PLAYGROUND:

The playground is a fenced in large open grassy area with climbing equipment directly behind the building Sidewalks are available. . The children have a large space for gross motor play. A mud kitchen, a sand digger, airplane teeter totter, climbing dome and ground level slides are available for child play. Large umbrella and 2 wooden structures provide shade.

Monthly playground inspections should be documented. Head Start installed climbing equipment when they relocated. It is in good condition with no safety issues noted. The Child Care Weather Watch is consulted when outdoor play is questionable due to varying weather conditions. A first aid kit and emergency contacts and medication are taken outdoors. Emergency medications will be taken outdoors as well. Surfacing should be added to so it is of adequate depth beneath climbing equipment.

Program TRANSPORTATION/FIELD TRIPS:

This program does not take field trips. Parents or Sothern Iowa Trolley provides transportation to and from the program. Staff accompany children .on the trolley. A first aid kit and emergency contacts and medication are taken on the trolley.

Program ADMINISTRATIVE RECORDS:

Required postings were observed in the hallway and on the parent boards. This includes the license certificate, consultant contact information, mandatory reporter notice, no smoking signage, and evacuation diagrams. Lesson plans, newsletters, and menus were also posted.

Child files are reviewed annually including updated physicals, immunizations, emergency contacts, pick up authorizations and field trip authorizations. OSS Milne also serves as the Family Service Worker and keeps track of child files. The program has 30 days from enrollment to collect all child file information.

Staff files are maintained at the administrative SCICAP offices in Chariton and reviewed annually. This site employs 7 staff. Central Office provides HHS with staff information each year. Jennifer Mitchell, SCICAP Head Start/EHS, Director of Head Start/EHS Operations, provided HHS with staff records on 6/20/25. It should be noted that SCICAP has a history of excellent record keeping and compliance with staff training has never been an issue. Files have contained all required paperwork and documentation and training certificates in the past. The program employs five staff. All staff are up to due on all training and background check and physical requirements. All staff have more than required professional development hours for the year.

Written emergency policies and procedures should be reviewed with staff annually regarding site specific policies. The site emergency preparedness plan contained all required information. All staff were trained in August 2024 on the plan and signed and date acknowledgement of such.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Staff use sign language frequently.

Two stand-alone storm shelters were built that can withstand an F-5 tornado. They contain a ventilation system so they could stay inside for a period of time if necessary.

All staff are med management certified.

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

1. 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. Ventilation in the building is poor. The system should be cleaned to improve air quality. Fall surfacing beneath climbing equipment should be replenished.

2. 109.9(2)g Any child with allergies/asthma, a written emergency plan. Copy shall accompany child if they leave the premises. The program was working with the family to get the plan for this child. The plan should be available to staff caring for the child so they can reference when needed. Some child physicals were overdue. HS and CCNC Marsh discussed the asthma action plan and required paperwork after the HHS visit. (In Process of Correction)

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center 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.

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. CCNC Heather Comer completed the following this past year:

Osceola HS-
4/15/25- Visit for Health and Safety Checklist #1
4/22/25- Visit for Health and Safety Checklist #2 - follow up
4/29/25- Visit for Health and Safety Checklist #3 follow up

I also provided TA regarding a kiddo with asthma and their action plan.

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the DHS regulations, QRS, 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 Michelle Greenough is your consultant.

Consultant Greenough reports she has frequent contact with Director Jen Mitchell and that the two agencies have a good working relationship.

*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.