Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Community Childcare Center

Provider No.: 23197

Address: 611 W Jackson AVE, Fairfield, IA, 52556

County: Jefferson

Director's Name: Renee Letts

On-Site Supervisor: Mary Rose Reynolds

Phone Number: 6414729629

E-Mail: commcc@iowatelecom.net

HHS Visit Date: 07/09/2026

Licensing Period: 11/13/2025 to 09/01/2027

**Fire Inspection:**

Date Inspected: 02/13/2025

Comments: due every 3 years, inspected in February 2025, plan of correction sent by the center in July 2025, conducted by SFI Damien Dawson, this license was held until an approved fire inspection was procured on 11/13/2025

**Report Visit Type:**

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

**License Type:**

- [X] Full
- [ ] Provisional

**Quality initiative:**

Quality Rating: 2

- [ ] Accrediation

**Program Duration:**

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

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| HOURS: | *Year-round* | *School-Year* | *Summer Only* |
|---|---|---|---|
| Sunday | | | |
| Monday | 6:00 AM to 6:00 PM | | |
| Tuesday | 6:00 AM to 6:00 PM | | |
| Wednesday | 6:00 AM to 6:00 PM | | |
| Thursday | 6:00 AM to 6:00 PM | | |
| Friday | 6:00 AM to 6:00 PM | | |
| Saturday | | | |

**Program Population Served:**

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

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Aged | Capacity |
|---|---|---|---|---|---|
| General | 12 | 20 | 60 | 25 | 117 |
| Summer | | | | | 0 |

**1. Basic Overview**

Community Childcare Center and Preschool is located in a single story, metal frame building specifically constructed for child care in a residential area of Fairfield. The center provides full day child care services to children ages infant through school age and an early childhood educational program for preschool age children. The center is owned and operated by Community Child Care, Inc., a not for profit community corporation. This center was established in 1971 and a new building constructed in 1991. The center is providing free 4 year old preschool this year in a partnership with Fairfield Community School District (SWVPP). Three year old preschool is offered Tuesday, Wednesday and Thursday a.m.. The center consists of six classrooms surrounding a central multi-purpose room, a kitchen, pantry and director's office.

The director is Renee Letts. Director Letts was the former onsite supervisor for the center. She has been OSS since 2018, but has worked at the center since 1984. She is new as director this year, after long time Director Colleen Bates retired. Ms. Bates has 50 plus years of experience in directing child care centers and still comes in to work part time. Both have obtained National Administrator Credentials. The new on site supervisor in June 2026 is Mary Reynolds. Mary has 4 years experience as an associate in a school setting..

On 7/9/26 I made an unannounced licensing visit to Community Childcare Center and Preschool and met with Director Letts, OSS Reynolds and staff members. At the time of the visit, staff were actively engaged in providing the child care program to the children. All program areas were observed on the visit.

Cameras were installed in each room and on the playground in 2020. A security system is now in place on the front door and administration states it works well. Only authorized staff and families of children attending the center may enter. Parents/guardians are given a four-digit code to enter the building. The center is also equipped with security cameras to

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monitor the safety of children and staff members. Only the director and assistant director have access to the camera monitor.

The areas discussed, reviewed and noted consisted of classroom observations and activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Center Nutrition:

The center serves breakfast, snacks, and a noon meal to the children. Meals and snacks are prepared in the center kitchen and served in rooms. Meals are served family style and menu patterns appear to meet minimum nutritional requirements. The Center is a participates in the CACFP Food Program. The center rotates menus every four weeks. Food is stored in the kitchen and pantry area. I observed both dry and cold/freezing food storage. No food was stored on the floor. The infant classrooms prepare and serves bottles and infant meals in the classroom. Thermometers were found in all refrigerators and freezers.

Center Health and Safety:

The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. We have discussed ratio/supervision at length on many visits. Administration trains staff so that childcare regulations are being met in relation so staff requirements. During my visit all rooms were in ratio. Staff call a floater or OSS/Director to replace them should they have to leave the room to run errands in the center such as snack, restroom breaks, etc..

The center director and I reviewed prescription and non-prescription medication storage in accordance with licensing regulations, physician directions, and parental consent. Staff and child hand washing, storage and maintenance of a first aid kit, emergency plans and drills for fire and tornado, environmental testing and the maintenance of any necessary detection equipment, and general regulations regarding safety and sanitation policies and procedures were reviewed.

Each room has its own first aid kit. Parents fill out a medication form when medication needs to be administered at the Center. Allergy information is posted in the kitchen, the rooms where the children are spending the day and on the room roster. Medical condition and allergy conditions lists are present with the children's pictures included. Allergy Action Plans are present for each child with allergies.

Emergency routes are posted in the main hall and in the rooms. Fire and tornado drills should be completed monthly and logged. We discussed this and putting a system in place so that drills are completed and documented and easily accessible. The Director and OSS often have to work in ratio, as hiring and maintaining quality staff have been an issue, especially the last few years. Hand washing procedures are posted near every hand washing sink.

Chemicals are stored in rooms inaccessible to children. The center should use only chemicals approved for childcare.

Radon testing was present with a level under 4 pCi/L. Updated testing is due every five years. The furnace and water heater inspection were present and completed within the past year. It is due annually. Carbon monoxide detectors are hard wired in throughout the building. The center is on city water.

Ill or injured children are taken to the office.

Center Playground:

The center has separate fenced and naturally shaded outdoor play areas for toddlers and preschool/school age children. The playground is separated by age group. The main playground is utilized by children three and older while a smaller area is separated for toddlers and two-year-olds. The Child Care Weather Watch is consulted when outdoor play is questionable due to varying weather conditions. A new roof was placed over the sandbox in June.

Last September a chain link fence was installed around the outdoor garden.

Center Transportation Arrangements/Field Trips:

The center does not provide transportation. A consent form is sent home to inform parents of any planned field trips. The

form requires a parent or a legal guardian's signature authorizing their child participation in the field trip. At least one staff person with current First Aid and CPR certification will accompany children on offsite activities. At least one staff member will have a cell phone in case of emergency on all off-site activities. Emergency contacts and a first aid kit are taken along. During the summer school program children are taken on a variety of field trips, including local parks, the public swimming pool, and movie theaters. Younger children are taken on trips to the park.

Center Administrative Records:

The center is in compliance with regulations regarding required notices, postings, and required written policies provided to parents in the form of a parent handbook. Staff and child records are somewhat complete and well organized. CCNC Lauderman made a PBIS referral in 2023.

Child files are reviewed annually. Child physicals are present, as well as immunizations and other requirements such as emergency contacts, medical and dental information, pick up authorizations, etc.

Staff files are reviewed annually. All fingerprints but two are up to date (due every 4 years). The Director was given a fingerprint kit so she may roll her own prints and send them in through a DHS grant. In addition, all employees must have updated Iowa Record Checks which are due every two years. Trainings reviewed were Mandatory Reporter training and professional development. CCR&R can assist with arranging training. She has been meeting with the new Director this year.

A no smoking sign was posted at the entrance to the facility. All required postings including mandatory reporter postings, license consultant information and the center license were posted in an area that could be read by staff and parents.

Injury and accident reports are completed and sent home with parents when a child bites. The designated ill/injured area of the center is the Director's office.

When a child is suspected of having a communicable disease or condition such as, but not limited to, chicken pox, German measles, infectious hepatitis, measles, mumps, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria or meningitis, the Center posts at the entry so that parents are aware.

Emergency numbers including 911 and Poison Control are posted near telephones in each room.

Infant Sheets are updated throughout the day. The sheets met all requirements, including activities for the day. Curriculum has been identified as an area being addressed on an ongoing basis due to staff turnover. CCR&R can assist with curriculum development and implementation.

Annual emergency procedures training is conducted. Documentation indicating staff are trained on the plan was present and staff signed and dated acknowledgement of such.

**2. Identify Observed Strengths of the program**

Flooring in the infant room was replaced last year.

The center will be receiving services from the Lions Club this year, who will be improving the outdoor play area by adding a roof to the sandbox and assisting with mulch placement.

The center developed an Emergency Preparedness Kit and is working on improving it.

The center staff utilize TEACH and WAGES programs.

A wall in the infant room has been removed so that infants may be seen visually at all times.

The program is replacing door frames, a new sink and vanity, a new over hang, and a new sign out front.

The center has a website.

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The Director met with ECI the past year.

**3. Identify the aspects that fall below the standard**

1. 109.6(4)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs. Two part time staff need fingerprints. Two staff are behind on PD hours. Staff without fingerprints rolled or scanned may not work in ratio.

2. 109.10(13)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. The new Director agreed to begin both fire and tornado drills this month. She was unable to find the former director's records as she just retired in June.

3. 109.11(4)a: Center must have safe outdoor program area adjacent to the center, with sufficient square footage to accommodate at least 30 percent of the enrollment capacity at any one time at 75 spear feet per child. Outdoor space must: Be free from litter and unsafe materials and free from contamination by the drainage or ponding of sewage or storm water. Include safe play equipment and an area of shade. Include fencing to protect from bodies of water or vehicular traffic. Climbing equipment in the outdoor play area needs mulch added so the surfacing depth is adequate. The door frame in the two year old room is loose. One outlet cover has been pulled loose and needs tightened.

4. 109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept. The new Director agreed to document playground inspections this month. She was unable to find the former director's records as she just retired in June. She does inspections on a regular basis, but does not write them down.

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

**5. Special Notes/Recommendations**

Based upon this review, it is recommended that this center continue on a Full License. The center is directed to correct the items listed in Section IV. The Director gave me a verbal commitment that the noted rule violations would be promptly corrected. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

IHHS recommends the center consult with Child Care Resource and Referral on a continual basis. They offer centers assistance with meeting the HHS regulations, IQ4K, 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/who_we_are/region_5. Your Consultant is Malia Love. HHS recommends Director and OSS contact Child Care Resource & Referral so Consultant Love so that she may assist with the resolution of these violations and assist with a process to ensure future compliance.

She provided the following the past year:

Below is the TA provided to Community in the last 12 months. I did not add in my IQ4K visits with them if they were strictly for IQ4K. Let me know if you have any questions.

9/3/25-Worked with the program on Growing Iowa to request funding to help with meeting Fire Marshal requirements.

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9/13/2026-Anwered questions about Growing Iowa, the centers Fire Marshal Report and gave support for staff having issues accessing the Mandatory Reporter site.

10/28/2026- On site: Offered support and resources for trainings and i-Power

11/24/2025-On Site: Discussed staffing and offered support with i-Power and uploading trainings

1/5/2026-On Site: Worked on Growing Iowa Requirements and discussed marketing and plans for hiring a new director when the current director retires

1/20/2026-On Site: Discussed staff training, progress on finding a director and requirements for volunteers and volunteers being counted in ratio

2/11/2026-Offered support with questions about the CPR/First Aid training that staff were enrolled in.

2/17/2026-On Site: Went through i-Power with the director and OSS and updated staff profiles, discussed staff training and how the director and OSS could find NAC approved training in i-Power using the filters.

3/05/2026- On Site: Met with the director and OSS. They let me know Renee Letts the OSS would be taking over as director. We also discussed ways to boost family interest in attending conferences and returning program surveys.

3/10/2026-Answered questions about CPR/First Aid and got clarification around training enrollment for newly hired staff.

3/12/2026-Answered questions about a staffs AEA MCART training

4/13/2026- On Site: Met with the program and we discussed the transition for the OSS Renee to take over as director from Colleen. We went over the timeline and what accounts and information would need to be switched over and updated. We also looked over a potential OSS candidate's credentials to see if she would meet requirements.

4/14/2026-Reviewed a staffs i-Power and assisted with calculating points for a new OSS.

4/24/2026-On Site: Answered questions about the transition and retirement of the director Colleen.

5/28/2026-Assisted the program with requesting roles in i-Power after the previous director had reached her retirement date.

6/18/2026-Met with the director, discussed how things were going with the program post transition into a new director. I gave Renee an HHS Licensing Binder, and we went through what would go into each tab and section.

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IHHS recommends the center consult with their two local CCNCs, Manid Lauderman and Tammy Merrill. They consult on

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health and safety issues,  child and staff files, medical issues, provide trainings, etc..

CCNC Mandi Lauderman gave Universal Precautions training for the facility in March 2026.  CCNC Tammy Merrill implemented outdoor activies with the facility and both have visited this past year working on general health and safety and any questions (basic consultation).

TARGETED ASSESSMENT:  The new Director and I discussed behavioral management techniques.

We help staff understand the expectations associated with behavior management by going over our discipline policies with new staff at the time they are hired and we go over it frequently at our monthly staff meetings with current staff as a reminder.

We tell our staff to reach out to us if they are getting frustrated. They are encouraged to reach out to the onsite supervisor or the director to step in and take their place, so they can step out of the room and take time away from the situation. We review the situation that frustrated them, and give them any support they need to make things easier for them. If a certain child is frustrating them, we will sometimes bring the child to our office to give the staff time away from the child.

The onsite supervisor and director are frequently in the classrooms interacting with staff and children and when they are not in a classroom, the cameras are monitored. If we hear a staff member sounding frustrated, we go to their classroom and check to see if they need assistance or time away.

Date: 07/15/2026

HHS Licensing Consultant: Jill Seibert

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**.