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

**Name of Center:** Up With Kids - United Presbyterian Home **Enrollment:** 65 **License ID No. (Reapplications)** 24850

**Street:** 1203 E Washington St **City:** Washington Iowa **Zip** 52353 **County:** Washington

**Mailing Address:** United Presbyterian Home1203 E Washington St, Washington, IA, 52353

**Director's Name:** Jill Klinzman **Phone Number:** 319-653-7522

**On-Site Supervisor(s):** Shelli Sojka **E-Mail:** jklinzman@uphome.org

**Date(s) of Visit:** 06-14-2023

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:** 05-06-2022

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

**Date Inspected:** 04-25-2022

**Comments :** completed by Washington Fire Department Mark Chenoweth , update due every 3 years, this report was held until an approved inspection was procured, he visited 3/8/22 but the center did not provide documentation resolving violations until April, an approved inspection was issued 4/25/22

**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:** X Infants (0-23 mo.) X 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 | 17 | 7 | 7 | 25 | 56 |
| Summer | | | | | 0 |

**QRS Rating:** 1

| RECOMMENDATION FOR LICENSE: | |
|---|---|
| X | **FULL** license from 06-01-2022 to 06-01-2024 |
| | **PROVISIONAL** license from |
| | **DENIAL** of initial application |
| | **SUSPENSION** of license |
| | **REVOCATION** of license |

**Licensing Consultant:** Jill Seibert **Date:** 07-11-2023

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

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

Up With Kids Day Care is located in the basement of a wing of United Presbyterian Home in Washington. The center occupies large rooms with adjoining restroom and offices at the facility. Additional restroom capacity is located in a hallway. The center provides full day child care for children ages infant through preschool. The center is owned and operated by United Presbyterian Home and serves primarily children of United Presbyterian Home employees. The program director is Jill Klinzman. Ms. Klinzman holds a High School Diploma and has directed the center since 2019. She had 13 years of childcare/education experience prior to accepting this position and served as Director for another licensed program. This center has been licensed since 1989. Shelli Sojka is the onsite supervisor for the school age program. She has held this position since 2019 and has been employed at the center since 2012. When the Director or Shelli are not in the center Vickie Mcguire or Robin Rich are the designated people in charge.

Up with Kids Daycare serves as on-site child care for employees who work at The United Presbyterian Home nursing home in Washington, IA. The center also serves some non-employee children. The main facility is located on Hwy. 92 in Washington, IA. Entrance to Up with Kids is located in the back parking lot area near the playground and other buildings at The UP Home. The center is separated by a half wall from the United Presbyterian Home. Staff and residents frequently walk by the area and the Campus Center is across the hall from the daycare. The resident Art Hall is just down the hall from the center space, as are staff coordinator offices.

On 6/14/23 I made an unannounced off year visit to Up With Kids Daycare and met with Director Klinzman. At the time of the visit, staff were actively engaged in providing the child care program to the children. All program areas were observed.

Organization Structure: 1 Main Director, 2 full-time supervisor's, part time staff.

The visit consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. The program added a new infant room last year.

Center Nutrition:

The center contains a kitchen area in the school age room. It has a boundary around it so that children may not access the oven. It contains refrigerator containing a thermometer. Thermometers should be in both the freezing and cooling units. The Director agreed to add one and ensure thermometers are in each unit. Recommended temperatures for cooling are 40 degrees or lower and zero degrees and lower for freezing. The program is aware of CACFP guidelines. Snacks and meals must meet guidelines. No food items in the refrigerator had been opened or were outdated. The refrigerator itself was clean.

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 food items were observed.

Food allergies are posted in the dining area.

Cleaners are currently kept inaccessible to children. If center staff have questions regarding sanitizing and disinfecting DHS recommended in years past that the classroom receive training from their local Department of Public Health on these matters. Child Care Nurse Consultant Toni Krana is now available to assist the preschool in any health and safety related matter.

Food waste containers are covered.

Center Health and Safety:

The center contains first aid kits. They are kept inaccessible to children. The center has a first aid kit checklist which is reviewed to ensure all items on the list are present.

We reviewed administration and storage of medication. The center does administer prescription or non-prescription medication. All medication must have an intact pharmacy/ physician label and documentation for administration if necessary. Non-prescription medication should be labeled with the child's first and last name if necessary. An ill/injured area can be in the Director's office or the school age room.

Compliance with environmental testing and the necessary maintenance of detection equipment were reviewed. The building has a boiler. The inspection expires annually, and was available the day of the visit. Radon testing is mandatory and due every five years thereafter. Testing should be completed in winter months when the ground is frozen. Buildings constructed prior to 1960 must have a visual lead-based paint assessment. The center may ask for assistance from CCR&R or IDPH in completing an annual visual lead paint assessment and possible remediation if necessary.

The carbon monoxide detector should be a UL approved non-battery operated unit. Each unit has an expiration date. The building is on city water, therefore water analysis is not required.

The classroom also has fans and windows to assist with ventilation and temperature control. The windows provide an adequate amount of natural lighting.

The center worked with CCR&R and the ECI board last year regarding a new changing table for the new infant room.

We reviewed general regulations regarding safety policies and procedures. The program has no pets or plants. The children nap at the center and are spaced at least 2 feet apart. Last year the center had a change and increased capacity. The center added an infant room down the hall. Room capacity for infants (ages 0-2) changed from 10 to 17. The school age room was capped at 25. The total new (2021) capacity for the center is 56.

Volunteers should follow these guidelines: 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.

Each child should have at least 35 square feet of usable floor space in the classroom. In the gymnasium during gross motor activity each child should have at least 75 square feet of space.

Tornado and fire drills for the past year. were reviewed. They should be completed monthly. Documentation was present indicating these had been conducted as required. Drills were missed in May. The Director agreed to resume these in June.

We reviewed general regulations regarding sanitation policies and procedures. The restrooms have ventilation. All electrical outlets should be covered or child safe.

Compliance with regulations regarding staff and child hand washing were reviewed. The center reports that hand washing procedures are being followed.

We reviewed rules stating staff demonstrate personal hygiene sufficient to prevent or minimize transmission of illness/disease. The preschool must:
Staff wash their hands upon arrival at center.
Staff wash their hands immediately before eating or food service activity

Staff wash their hands before leaving the restroom with a child or by themselves.
Staff wash their hands before and after administering non-emergency first-aid, unless gloves are worn.
Children's Hand washing
Staff assist children in personal hygiene sufficient to prevent or minimize transmission of illness/disease. Hand sanitizer cannot be used in place of hand washing with soap and water. The Washington County Health Dept. of Public Health can conduct hand washing training.

Safe Sleep has been covered with all staff.

Center Outdoor Play Area:

The outdoor play area consists of a large grass area, a sand box and a large climbing structure with surfacing. Recommended surfacing under climbing equipment would be 6-9 inches deep. Mulch should continue to be raked so that adequate surfacing is achieved beneath the climbing equipment. The Director is going to measure mulch beneath the climbing equipment and add to it if necessary. It is surrounded by metal fencing and has natural shade. Cedar equipment was removed from the area this past year.

The Child Care Weather Watch is utilized if outdoor play is questionable due to weather conditions. The equipment is in good repair. It is recommended CCNC Dierksen conduct an Injury Prevention Checklist on the area. First Aid kits are taken outdoors along with emergency medications.

Center Transportation/Field Trips:

Children have access to the UP Campus which is not considered a field trip. If field trips are taken each child should have field trip permission authorizations on file in the classroom. Ratio for field trips should be followed when leaving campus. Emergency contacts for each child and a first aid kit should be taken on every trip as well as any emergency medication.

Center Administrative Records:

Child misbehavior is addressed by group management techniques, setting fair and reasonable limits, redirection and providing consistency with rules. The center takes a proactive approach to discipline by providing a variety of activities for the children, monitoring the number of children in one area and reinforcing appropriate behavior.

We reviewed center compliance with regulations regarding required notices and postings. A parent board with Mandatory Reporting and the month's calendar is present. The Child Care Weather Watch should be posted but is not mandatory. A Licensing Consultant information posting is present. A certificate of license was present.

Emergency contacts are posted by the phone as well as Poison Control, 911 and the preschool phone number and address. They are also located in the First Aid Kit. Maps are by the program door for evacuation for fire and tornado, as well as the restroom. No Smoking signs were posted. The classroom schedule is posted and a classroom calendar/outline is also posted.

Staff and child records are complete and organized. Child files included immunizations and physicals as well as dental and medical information were reviewed. Emergency contact information, and pick up authorizations on each child are present. The Director agrees to track child files and give notice to parents regarding obtaining updated physicals and other necessary information. Some child physicals are overdue. The Director does an excellent job tracking staff and child information and has informed parents updated physicals are needed.

All employees are required to have current Iowa Criminal Background check verification (SING). All childcare employees must have Fingerprint and SING verification if in ratio. If volunteers or subs are added to the program this year they will be fingerprinted and have Iowa background checks completed and complete all professional development. Employees should have current Mandatory reporter training (due every 5 years) and First Aid/CPR training (every 2 years). 1st Aid and CPR Training must be updated every 2 years. Universal Universal Precautions, due annually should be present for all employees. All employees should have current physicals, updated every 3 years. Administration should continue to track staff requirements so this is not an issue in the future. Emergency Preparedness and annual emergency training documentation were present. Staff sign the training yearly.

Incident/injury reports are complete and well written. Policy states this in the handbook. Several policies have been updated or added the past few years.

A (Comm. 204) -- notice should be conspicuously posted. I sent the new Director Comm 204 on 5/12/21.

The center has a specific Emergency Preparedness plan for their program and each room, including the newly added infant room. The center is in compliance with emergency preparedness training and documentation of such.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

Children have supervised interaction with residents.

The new director rearranged rooms and space adding a door to the one year old room to optimize space and flow.

18 months-2 years have their own space (separate from infants)

The Director is typically onsite being readily available for staff throughout the day. She includes staff in decision making regarding curriculum, activities or how to structure the day.

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

1. 109.9(2)g: Any child with allergies, a written emergency plan. Copy shall accompany child if they leave the premises. The Director agreed to go through all child files and ensure all children with a noted allergy has an allergy action plan signed by a physician.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

Many improvements have been made to the center the past few years. The Director has taken great strides to ensure licensing rules are met and maintained throughout the year.

DHS recommends Director Klinzman contact Child Care Resource & Referral so Consultant Norton may assist with the resolution of these violations and assist with a process to ensure future compliance. IDPH Child Care Nurse Consultant Toni Krana is also available for consultation in health and safety matters.

Based upon this review, it is recommended that this center remain in Full licensing status. 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 DHS licensing standards and procedures must be maintained during the renewal period.

IDHS encourages you to contact your local nurse consultant with IDPH. 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. CCNC Nancy Granaman (Des Moines County Child Care Nurse Consultant Iowa Department of Public Health) completed an Injury Prevention Checklist 4 years ago. The new CCNC is Toni Krana. It is recommended CCNC Krana conduct an updated IPC.

IDHS recommends the center consult with Child Care Resource and Referral. 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/who_we_are/region_5. Your Consultant is Jodi Norton.

*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.