Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: NEICAC-Decorah Child Development

Provider No.: 18231

Address: 902 Commerce Drive, Decorah, IA, 52101

County: Winneshiek

Director's Name: Sharon Burke

On-Site Supervisor: Leah Scholbrock

Phone Number: 5633825717

E-Mail: sburke@neicac.org

HHS Visit Date: 05/19/2025

Licensing Period: 05/01/2025 to 05/01/2027

Fire Inspection:

Date Inspected: 06/06/2024

Comments:

Report Visit Type:

- [ ] PTO
- [ ] Licensing Visit
- [ ] Drop In
- [X] 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:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	20	0	20
Summer					0

1. Basic Overview

On 05/19/25 I made an unannounced licensing visit to NEICAC Decorah Child Development. I met with Abbey Norby, the on-site supervisor and lead teacher in the room. She has a BA in elementary education and a minor in early childhood education. She has been with the program since July 2018. This is Ms. Norby's last year with Head Start. Jerilynn Campbell is the assistant in the classroom. Amy Moore is the program manager for this Head Start location. Sharon Burke is the director of the Northeast Iowa Community Action Corporation early childhood programs. Her office is in Decorah.

The program is in a classroom in the Sunflower Childcare Center. They moved into this location in July 2024. The program operates from 6:00 am until 6:00 pm. The core preschool program operates from 8:30 am until 2:30 pm and wrap around services are offered to families before and after preschool. There are currently 16 children enrolled.

The Head Start program operates out of one classroom. An inspection of the room was completed. Windows provide natural lighting. The rooms are decorated with the children's art projects, and posters to assist the children with the learning process, such as the alphabet, colors and numbers. The children's birthdays were posted. There is an area for circle time.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, Ipads, art, dramatic play, playdough, listening, writing, math, science/discovery, woodworking, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level, so they were easily accessible to the children.

The classroom has a bathroom with two toilets and one sink. There is an additional adult sink and child sink in the

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classroom. Handwashing procedures were posted in all locations. Cots are used to nap.

The program uses the Creative Curriculum, Handwriting Without Tears, Heggerty Phonemic Awareness, Second Step, and Jolly Phonics to prepare lesson plans. GOLD assessments are completed on each child. They complete ASQ assessments on all children and the Brigance Screening tool is used. Activities are based on studies. The length of the study depends on the topic and the children's interest level. There is also a weekly nutrition activity for the children. The program uses Healthy Kids and participates in the Farm to Early Care and Education program (F2ECE). Monthly newsletters are provided to parents to inform them of studies, activities and special dates. There is an Epson projector in the room.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. They implement a new PBIS topic each month in the classroom and information is sent home to parents so they can utilize the tools at home as well. The program is also using solution kits in the classroom. This allows staff members to use flash cards with visual choices so children can try to solve their own problems. The program partners with Keystone AEA to provide services to children with identified needs. The children receive hearing, vision, speech and dental screenings. The children also receive fluoride varnish applications on their teeth.

There was a phone with emergency numbers and the program's address and phone number in the classroom. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program door in the classroom. A daily schedule was posted, and a lesson plan was available for review.

The program participates in the Child and Adult Care Food Program (CACFP). The center provides the children with breakfast, lunch and an afternoon snack. All food is provided from Sunflower Childcare Center. Family style is used. The children eat in their classroom. Staff members sit with the children at the tables to model appropriate behavior and assist the children as necessary. Menus were posted. Allergies were also confidentially posted.

There was a refrigerator in the room. You must add a thermometer. Food items were stored according to NHSPS guidelines. Disposable products are mostly used.

The program is using SaniDate Hard Surface Sanitizer to sanitize the food tables. Oxivir Tb is used to sanitize toys and classroom materials. Each product has a one-minute dwell time.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. Playground inspections are now electronically documented. A radon test was completed by the childcare center in June 2025 and is good for five years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site in the fire system on the ceiling. Outlets were protected. The fire marshal inspection occurred on 06/06/24.

The parent information is located outside the classroom. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

The playground is shared by the childcare center. The playground uses turf for fall surfacing. There is also a grassy area. The area has a tunnel, rope climbing equipment, a tire swing and merry-go-around. There is a picnic table for the children to rest. The building provides the shade.

The program also has use of a gym located in the childcare center and they have use of the Discovery Center located in the building. There is a "splash zone" with several water activities. There is a climbing zone with an obstacle course made out of mats and a slide. There is a large Lite Brite Board, a large Etch A Sketch and a large 3D Pin Art Toy. There is also a large Lego table in this area. There is a large playhouse with stairs to a reading area. There are tables and benches for the children to rest.

Children files were reviewed at the time of the licensing visit. I reviewed six children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. One file did not provide the phone numbers or addresses for the doctor or dentist. There was not a pattern of disregard so this will not be cited.

I reviewed one staff file electronically. It was in great condition.

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The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

Staff members were preparing the children to take naps. They have good teamwork and communication with one another. The children can do quiet activities prior to lying down for nap. They spoke with the children about making good choices. They were patient and provided the children with clear directions. They were assisting the children with handwashing.

2. Identify Observed Strengths of the program

Staff members provide a good daily routine for the children, while also being flexible.

Staff members have good communication with the parents. They use the Remind app and send home monthly newsletters and activity sheets.

Head Start works to improve the social and economic conditions for individuals and families with limited resources.

The Head Start approach addresses not only the educational needs of children, but also the health, nutrition, social, mental health and literacy needs of the children.

Head Start provides an inclusive environment for children with disabilities.

The program is in a secure building and there is a camera in the room.

3. Identify the aspects that fall below the standard

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

N/A

5. Special Notes/Recommendations

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

An administrative change is being made to name Leah Scholbrrock as the new on-site supervisor. She started in August 2025.

Date: 01/06/2026

HHS Licensing Consultant: Becky Frost

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**.