

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

Name of Center: NEICAC-Waverly Head Start **Enrollment:** 18 **License ID No. (Reapplications)** 22880

Street: 1805 Horton Rd **City:** Waverly **Iowa Zip** 50677 **County:** Bremer

Mailing Address: PO Box 487, Decorah, IA, 52101

Director's Name: Sharon Burke **Phone Number:** 319-352-2228

On-Site Supervisor(s): Nicole Boleyn **E-Mail:** sburke@neicac.org

Date(s) of Visit:

Licensing Visit **Unannounced Visit** **Off Year Visit** X **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: 01-06-2017

Comments : Compliance on 01/30/17

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

Financial Type: Profit X Non-Profit NA

Accreditation: Accredited NAEYC NSACA Other X NA

Program Serves: Infants (0-23 mo.) 2 Years X Preschool-Age 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	0	0	20	0	20
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 05-01-2017 to 05-01-2019
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost

Date: 08-22-2018

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/03/18 I made an unannounced off year licensing visit to NEICAC-Waverly Head Start. I met with Jessica Flowers, an assistant teacher in the room who took the lead role while the on-site supervisor was gone on this date. Daniel Shafer is the current on-site supervisor and lead teacher, but his last day with the program will be 04/13/18. Ms. Flowers will take over as the on-site supervisor at that time. Mr. Shafer has a master's degree in education and started in January 2016. He was previously employed at NICAO Head Start in Clarksville and another child care center in Allison. Lisa Milder is the program manager. Sharon Burke is the director of the Early Childhood Programs operated by Northeast Iowa Community Action Corporation. She is located in the administration office in Decorah. Robin Stewart and Jen Brandt are the family workers.

The program operates out of a free standing building. The program operates from 6:00 am until 5:30 pm Monday through Friday. The preschool program is the core of the day and it operates from 8:30 am until 2:30 pm on Monday, Tuesday, Thursday and Friday. On Wednesday the program operates from 8:30 am until 1:30 pm. Wraparound child care services are provided for the other hours of operation. The program also offers wraparound child care services through the summer months. There are currently 18 children enrolled.

The program operates out of one large classroom. An inspection of the room was completed. Windows provide natural lighting. The room is decorated with the children's art projects, and posters to assist the children with the learning process, such as the alphabet 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, computers, art, dramatic play, listening, puppets, woodworking, play dough, writing, math, science/discovery, 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.

While I was present there were several children displaying defiant behaviors. There were thirteen children and two staff members during my visit. It was difficult for the staff members to teach because of the disruptions. Two children ran out of the room several times and down the hallway near the office. Also, staff members have to leave the room to go to the kitchen to prepare food for breakfast, lunch and snack. When a staff member leaves the room to go to the kitchen it leaves the room out of ratio. Rooms cannot be left out of ratio. I observed a child put toys in his mouth. When this occurs the toys must be removed and sanitized prior to other children playing with them.

There is one child on a prescription medication. The program is only documenting when the medication is given to the child. The medication is supposed to be given to the child every day so there must be documentation on the medication authorization form every day. If the child is not there one day then document on this date the reason the medication was not given.

There is a sink in the room and handwashing procedures were posted. There are three bathrooms in the facility. There is a

bathroom in the classroom with one toilet and one sink, a bathroom in the hallway with one toilet and one sink and a bathroom near the entrance with one toilet and one sink. Handwashing procedures were posted. The children use cots to nap. I observed blankets hanging over the sides of the cots and touching other children's bedding. Bedding must be stored so that the bedding of one child cannot touch the bedding of another child.

The program uses the Creative Curriculum, Handwriting Without Tears, Second Step, and Jolly Phonics to prepare lesson plans. GOLD assessments are completed on each child. 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 also participates in the Farm to Early Care and Education program.

Monthly newsletters are provided to parents to inform them of studies, activities and special dates. 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 provides children with choices to try and solve problems. The children receive hearing and vision screenings.

There was a phone with emergency numbers in the classroom. Emergency fire and tornado procedures and diagrams were posted by the main program and outdoor exits. A daily schedule was posted and a lesson plan was available for review.

I reviewed documentation of monthly fire and tornado drills. Documentation of monthly playground inspections were reviewed. A radon test was completed in July 2016 and is good for two years. Results were within EPA guidelines. A mitigation system was put in place at the facility in April 2012. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is located in the kitchen. Outlets were protected. The fire marshal inspection occurred on 01/06/17.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program provides hearing and vision screenings for the children.

Ms. Flowers states the care is free to low income families and several parents take advantage of the service.

Ms. Flowers states they can see the difference they make in the children's lives and how they advance in their education.

The program receives a lot of support from their administrative office.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. This allows teachers to involve the parents in the program.

The program provides a service to working parents and because of wraparound services they are able to care for and educate the children before and after preschool as well as through the summer.

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

109.8(2): Ratio maintained in center as required by age.

109.10(3)b: For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.

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.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued for the remainder of the licensing period. All DHS licensing standards and procedures must be maintained during the renewal period. Please review the report carefully and correct the concerns identified during this visit

as well as concerns from the previous licensing visit.

An administrative change is being made to name Jessica Flowers as the new on-site supervisor as of 04/16/18.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 319-292-2429; email rfrost@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.

An administrative change is being made in August 2018 to name Nicole Boleyn as the new on-site supervisor.

*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.