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

Name of Center: Little Sabers Childcare Center **Enrollment:** 36 **License ID No. (Reapplications)** 49192

Street: 2204 Highway G71 **City:** Bussey Iowa **Zip** 50044 **County:** Marion

Mailing Address: PO Box 182, Lovilia, IA, 50150

Director's Name: Jessica Manser **Phone Number:** 641-218-0156

On-Site Supervisor(s): Amy Major **E-Mail:** littlesaberscc@gmail.com

Date(s) of Visit: 02-09-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 04-21-2023

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

Date Inspected: 02-17-2021

Comments : performed by SFM Curt Seddon, due every 3 years

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

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X 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	4	3	8	15	30
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 11-01-2023 to 11-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 04-28-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Little Sabers Childcare Center opened in October 2017. The center is located in 2 classrooms in the school Twin Cedars school building in rural Bussey. The center also uses designated outdoor playground space. There are secured entrances for this school. Jessica Manser is the owner of this center. Jessica has prior experience providing child care in her home prior to opening up the center. The center serves children ages infancy through school age. Director Manser opened a sister center in a neighboring community in 2022.

An unannounced licensing visit was completed on 2/9/23. The OSS was present during the visit. The visit was conducted at the end of the day so only 3 children were present indoors. Two staff were present.

Center Nutrition:

The center has a small kitchen area. They do not participate in the CACFP program. Menus are available and now meet requirements. Food storage met safe food storage guidelines. No expired food items were expired or stored on the floor. Each refrigeration and freezer unit contained thermometers. All opened food items or liquids were stored in sealed bags or containers. Any food allergies are posted and diet modification forms and allergy action plans are present.

Center Health and Safety:

Primary care groups are implemented in each classroom. Ratio was met and maintained throughout the visit. Staff knew how many children they were supervising.

Radon testing is up to date. It is required every 2 years if there is any crawl space or basement space under the building. Testing should be conducted in the winter months when the ground is frozen. The center is compliant with UL approved plug in carbon monoxide detectors on opposite ends of the building. The center does not contain fuel burning appliances per the school maintenance. They will write a statement indicating this for Jessica to put in the DHS Binder. Jessica has asked CCR&R and IDPH to help her arrange the room space to best meet the ages of the children.

The center has a small kitchen area that adjoins the classrooms. The center kitchen must have a separation between the children and the kitchen area.

Emergency medication as well as regular medication had pharmacy labels were intact. Storage and documentation for such met rule.

Tornado and fire drills were not conducted and documented monthly per my observation for one month. This was an issue in 2022 as well. Jessica started this documentation in June and had a plan moving forward so that these are conducted each month.

Each restroom has ventilation. Capacity for restrooms 1:15, classroom space (35 square feet of useable floor space per

child) and outdoor play are (75 square feet of useable floor space) a are met. Capacity and ratio signs should be posted in each room. Floor plans should have been submitted prior to opening. They were not in the system. The Director recently measured her classroom space and now has dimensions for both rooms. The school age children's room may have 15 children. The other room is divided by a wall. The smaller section may hold 8 children and the larger section may hold 15 children. The Director is capping capacity at 15 for this room due to only having access to 1 restroom. This changes capacity to 30 . It was previously listed at 40.

Center Field Trips/Transportation:

The center does not provide transportation. Walking field trips may be taken around school campus, but would not be considered an actual field trip for ratio purposes..

Center Outdoor Play Area:

The center has a large outdoor play area in the back of the building for older children. Several pieces of playground equipment are available including slides, wings, climbers, a ball pit, etc.. The Child Care Weather Watch is consulted when weather conditions are questionable for outdoor play. There is an actual playground structure rated for one and two year old children behind the building. It has rubber mulch beneath climbing equipment. There is also a large grassy area.

The outdoor play inspection was not conducted and documented monthly. Younger children are not allowed to play on school age equipment. A first aid kit and emergency contacts/medication are taken outdoors with the children.

Center Administration:

Child files are reviewed annually. Jessica is working on creating a tracking system to keep child file information including physicals, immunization and annual updates including emergency contacts, medical and dental information, pick up and field trip authorizations. Allergy Action plans have been sent home with parents of every child that had allergies marked on physicals.

Staff files are reviewed annually. Director Manser tracks staff files and performs SING checks (every 2 years) and sends off fingerprints (every 4 years). Prior to staff starting on the floor fingerprints should be obtained and sent off. During the interim period staff are able to get training hours and perform other duties in the center. Staff are up to date on professional development hours, CPR/1st Aid training, Mandatory Reporter training, physicals and Universal Precautions training.

Both rooms in the center will be beginning curriculum. . A new curriculum Director has been hired who will work with the staff on the lesson plans. Lesson plans are completed for the week ahead. CCR&R Consultant Karen Lauer has been providing consultation on this matter to the center.

All staff now take a new staff orientation. Extra trainings are taken when possible. The Director has an open door policy encouraging staff to approach them with potential issues so they can be immediately addressed. A points system will be put in place for employees regarding following center policy and DHS rules. Examples of this were provided to the program on 6/24/22. Clear leadership roles have been assigned and staff should be aware of the chain of command. The Director is present on a daily basis and takes an active role in the center. An on site supervisor is being hired and will also be present when the Director is not. Rooms should implement safe supervision practices to ensure careful supervision of each child is achieved at all times.

All required postings are present such as No Smoking signage, DHS Licensing Consultant contact information, the Center License, and Mandatory Reporter posting.

Administration trains each staff on the center Emergency Preparedness Plan annually. Staff sign and date acknowledgement of such.

Jessica is working with a current employee to earn the On Site Supervisor position. She is present all day to meet Director requirements. This leaves little time for her to accomplish administrative duties.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The school is supportive of the center by allowing them to have two classrooms within their building. Jessica has worked with CCR&R for consultations and support since opening the center. The center has started participating in QRS and has a one star rating.

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

1. 109.10(12)d: Vehicles that are owned or leased by the center shall receive regular maintenance and inspection according to manufacturer-recommended guidelines for vehicle and tire maintenance and inspection. The Director agreed to obtain a current inspection.

2. 109.10(15)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. January drills for fire and tornado were missed. These have resumed and the Director agrees to continue drills and set a reminder each month.

V. SPECIAL NOTES/RECOMMENDATIONS:

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.

DHS recommends Director and OSS continue contact with Child Care Resource & Referral and IDPH Child Care Nurse Consultants so that they may assist with the resolution of these violations and assist with a process to ensure future compliance.

IDHS recommends the center consult with Child Care Resource and Referral on a continual basis. 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 Malia Love.

IDHS encourages you to contact your local nurse consultant with IDPH on a continual basis. 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. The new CCNC is Mandi Lauderman.

Director Manser contacted CCR&R, and IDPH Child Care Nurse Consultant. IDPH assisted with the resolution of last year's violations as well as assisting with a process to ensure future compliance. The center has contact information for both providers. IDPH Child Care Nurse Consultant Mandi Lauderman and CCR&R Consultant Karen Lauer are available throughout the licensing year for support and consultation. Both Consultant Lauer and IDPH have met with Jessica multiple times this past year. This is evident by the marked decrease in violations and duly noted.

*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.