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

Name of Center: Wapello County Head Start @ Presbyterian **Enrollment:** 16 **License ID No. (Reapplications)** 51950

Street: 228 W 4th St **City:** Ottumwa Iowa **Zip** 52501 **County:** Wapello

Mailing Address: PO Box 658, Ottumwa, IA, 52501

Director's Name: Liz Fairfchild **Phone Number:** 641-682-8741

On-Site Supervisor(s): Katie Moore **E-Mail:** lfairchild@sieda.org

Date(s) of Visit: 05-11-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 08-26-2022

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

Date Inspected: 06-06-2023

Comments : performed by Ottumwa Fire Department, due annually, provided to HHS on 6/21/23

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: Infants (0-23 mo.) 2 Years X Preschool-Age School-Age

Get-Well Evening Care X Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

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

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2022 to 08-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 06-22-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Wapello County Head Start at Presbyterian is located within the First Presbyterian Church on the edge of downtown Ottumwa on the second floor. The church secretary is located down the hallway from the program classrooms and is typically present during the program day. On the initial visit, preschool was not in session. On the second visit staff was actively engaged in providing the early childhood. The center is owned and operated by Southern Iowa Economic Development Association (SIEDA). The first year the program was held in this location was 2022. On 5/11/23, I made an unannounced off year visit to Wapello County Head Start @ Presbyterian. I visited the building twice last year in preparation for opening the new program. I met with the nutrition aide Valerie Kiesling and other staff members who were engaged in providing the program to the children. Ms. Moore rotates between First Presbyterian and Lutheran Head Start sites. She meets requirements as on-site supervisor. She began this position in the fall 2022. Shakira Smiley McDonald is the Family Service Worker for the site and also doubles as On-Site Supervisor when she is present. A qualified OSS must be present 6 hours a day. Neither designated OSS was present the day of the visit. One of the HS staff should be appointed OSS to be in compliance with rule.

The center Director of this program is Elizabeth Fairchild. Ms. Fairchild was an onsite supervisor for Head Start prior to taking this position in 2015. Ms. Fairchild has a BA degree in K-6 Elementary Education and 14 years of experience in Head Start programs. She was formerly a Head Start teacher for 4 years and was a Center Supervisor for 6 years. She has a total of 28 years of childcare experience/supervision. She currently directs Keokuk, Jefferson, Davis, Van Buren, Wapello and Appanoose County programs and the Cardinal Community Partnership.

At the time of the visit, staff was actively engaged in providing the Head Start program to the children. The preschool room is within the church and can only be accessed by first entering the church building. The Head Start Mission Statement is: “Helping people. Changing lives. Building communities.”

The center contains 1 classroom with an attached restroom. The program also has access to the church kitchen, outdoor play area and recreation area indoors where they eat and have gross motor activities.

The Head Start Philosophy for Preschool is: We believe that a child's culture and family provide the foundation upon which the child's social competence develops. We
believe that parents are the primary educators of their children and the experts on their child's development. Parents and teachers work together in partnership to address the needs and holistic growth of each child so that learning will be supported in the home and at school.

Program Observations:

The classroom is bright, clean, and attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The curriculum is Creative Curriculum. Interest centers available to the children include: blocks, dramatic play, children's literature, toys and games, puzzles and small manipulatives, music and movement, art, science and discovery, sensory tables, and computer area. I observed children in free play and self-selected activities as

well as music, and signing in circle time.
Sufficient toileting supplies were present in restrooms. The classroom nearby restrooms which contained hand washing posters and ventilation.

The program has a parent board. I observed materials including books, hard surface toys, and creative dramatics. Materials were organized and child accessible. The center appears to have an adequate amount of equipment for the children including toys and games, activities that appear to be of high quality.

Center Nutrition Practices Observed:

The Center practices family style dining. Children dine at child size tables and sit in small chairs. The nutrition aide cleans the tabletops in the room before breakfast, lunch and snacks. A bleach and water solution is kept in the kitchen. The kitchen has been temporarily moved while construction is taking place.

We discussed children in the program having food allergies.

I inspected the refrigerator and freezer units. Thermometers are in both the freezer and refrigerator. Temperatures were adequate. Recommended cooling temperatures are 40 degrees or below. Recommended freezing temperatures are zero degrees or below. All food items I observed were stored appropriately. No expired food items were found. No food was stored on the floor. All items were dated by staff and stored in sealed plastic bags. The kitchen area was clean. The program has a nutrition aide.

Center Health and Safety:

Prescription and non-prescription medication procedures were in compliance in accordance with licensing regulations, physician directions, and parental consent were reviewed.
Regulations regarding storage and maintenance of a first aid kit were reviewed. The First Aid Kits were accessible to adults only and labeled. All kits were labeled. All items included from the latest list issued should be in the kit.

All children with allergies must have an allergy action plan signed by a physician. The IDPH Child Care Nurse Consultant can assist with these plans or other health related plans. OSS Moore contacted CCNC Crouse to assist the program with allergies, seizures and allergy action plans. She met with the program in May 2023.

An ill/injured area is designated down the hall from the main program rooms. It is a spare room not currently being utilized.

Regulations regarding environmental testing and the maintenance of any necessary detection equipment were reviewed. A visual assessment for lead based paint should be conducted if the building was constructed before 1978. The SIEDA Housing Director has conducted these in the past. The OSS or FDS may also conduct a visual lead-based paint assessment to determine if any paint in useable areas or chipping. Heating is provided by a boiler system (steam heat). An annual fuel burning appliances inspection is required for any fuel burning appliances in the building. We discussed covering the heater units if they become hot to the touch. Ventilation was not an issue the day of the visit. New carbon monoxide detectors were purchased in 2022 and are in the preschool room. They have built in alarms, in case one of them should become unplugged, an alarm is sounded. Radon testing should be conducted with results having a level below 4.0 pCi/L.. Updated testing is due every 5 years. The Church is on City Water, so water testing is not required. Head Start has a monthly toy cleaning schedule.

I reviewed general regulations regarding safety. The program may use volunteers. I sent a copy of the DHS approved volunteer form on 12/10/2014. 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 wellbeing 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 substitutes responsibilities as a mandatory reporter.

We discussed space requirements which are 35 square feet of useable floor space per child. The room may have 20 children, but Head Start capped number of children allowed at 16.

Regulations regarding emergency plans and drills for fire and tornado were reviewed. Drills had not been completed for April.

I reviewed sanitation policies and procedures. A dental hygiene consultant visits the preschool and has trainings on teeth

brushing. The preschool practices tooth brushing after snacks and meals. I observed that the toothbrushes were adequately stored and put up out of the reach of the children. Food waste containers were covered.

If applicable, the program can review with IDPH recommendations for sanitizing and disinfecting. The program should use an approved disinfectant in the toileting areas.

I reviewed regulations regarding staff and child hand washing. Head Start was following recommendations for hand washing the day of the visit.

Center Playground:

The center has a fenced and naturally shaded outdoor play area behind the church. The iron fence surrounding the area is several feet high. The area contains a large, anchored, plastic climbing and activity structure with adequate fall surfacing beneath (or close to 6 inches in depth). Shade is provided by the building. No safety hazards were noted on the fence or play equipment other than edging on a window in the area staff were already aware needed to be fixed.

The playground inspection for the month of August was missed but resumed in September.

The First Aid Kit is taken out each time the children go for walks or utilize the outdoor play area. Any emergency medications should also be taken along with emergency contacts. We discussed outdoor space requirements which are 75 square feet per child.

The Child Care Weather Watch will be utilized when outdoor play is questionable due to varying weather conditions.

Center Transportation Arrangements/Field Trips:

The center provides no transportation. The center takes walking field trips only. Parents sign field trip authorizations when children are enrolled in the program. First Aid kits and emergency contact information, as well as a CPR certified staff are present on walking field trips.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavior Interventions and Supports which establishes a separate behavior intervention plan for each child depending on the level of the child's social skills. Interventions include verbal reminders of appropriate behavior, direct instruction in problem solving skills, redirection, planned to ignore, positive reinforcement of appropriate behavior, and short time out periods of age-appropriate length.

Incident reports should be on file. Parents must sign each incident report, either electronically or in person.

Staff and child records are mostly complete and well organized. All children should have current immunizations and physicals. The children are not allowed to participate in the program without either one. Each child has current emergency contact/pick up authorization information as well as current medical and dental provider information. Family support workers gather this information from the family on home visits prior to the child starting the program. Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary. A child in the program should have a seizure care plan on file. Staff in the program should be trained on both this plan and an allergy action plan. The plans should be posted in the classroom so that staff may reference directives in an emergency,

All staff for this program have current training, physicals and criminal background checks. No staff in the program are under 18 years of age. Katie Thompson, Child Development Administrative Assistant in the Ottumwa headquarters provides DHS with this information annually. Records were provided to DHS on 5/22/23. It should be noted that SIEDA Head Start has a history of excellent record keeping and rarely are staff missing any training requirements or background checks. This is duly noted.

Required written policies are provided to parents in the form of a parent handbook. The handbook contains a biting policy, limited access policies and unlimited access policies. An Emergency Preparedness Plan for the building is complete for this location.

I reviewed regulations regarding required notices and postings. Emergency numbers are posted. The center phone number and address are present. An evacuation map has been added to the classroom. The center license, state consultant contact information, and Mandatory Reporter notice are posted in an area for parents to see, as well as the monthly snack calendar. A No Smoking sign and the class schedule are present.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program meets a need in the community,.
The center sends a monthly newsletter to parents.
The center provides vision screening services to the children in cooperation with the local Lions Club.
The center provides hearing screening services to the children by a SIEDA nurse.
The center provides dental screening and fluoride varnish services to the children in cooperation with Wapello County Department of Public Health.
The center provides Brigance screening services to the children.

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

1. 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. The ceiling and window in the classroom were leaking water causing staff to unplug electrical equipment so that students could not get shocked. This should be corrected prior to the fall session beginning. The fire inspection was overdue at the time of the visit. I phoned the church administrative assistant Luann on May 23rd and June 1st requesting a fire inspection. She indicated she would contact the OFD and ask for a new inspection. She further indicated the church was aware of some leaking in the building and has hired a specialist from Des Moines to conduct an inspection regarding leaks. I emailed OSS Moore and Director Fairchild on June 1 requesting an updated fire inspection. Several phone calls were made in an attempt to procure an inspection. This report was held until an approved fire inspection was procured.

2. 109.6(2) Director or on-site supervisor on-site during the hours of operation or a minimum of six hours of center's hours of operation. Information on on-site supervisor's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination. On-site supervisor meets qualifications or is "qualifiable" with a plan established to meet qualifications. Katie Moore is working on correcting this and will be appointing Gina Hanes as OSS over the summer.

V. SPECIAL NOTES/RECOMMENDATIONS:

DHS encourages you to contact your local nurse consultant. 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. Please visit the following website regarding health forms and postings and other services offered by IDPH Child Care Nurse Consultants: http://idph.iowa.gov/hcci/consultants This program has access to Consultant Jamie Crouse (office in Ottumwa) .

DHS encourages you to contact Child Care Resource and Referral Consultant Karen Lauer. 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. The center is aware they may access CCNC and CCR&R Consultant on a consistent basis. CR&R Consultant Karen Lauer has made contact with the OSS and explained services the agency provides.

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to correct violations listed above. They should continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. It is important to note, all DHS licensing standards and procedures must be corrected/maintained during the renewal period.

*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.