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

Name of Center: Crayons 2 Pencils Early Learning Center **Enrollment:** 156 **License ID No. (Reapplications)** 27088

Street: 800 Colonial Circle Ste 123 **City:** Norwalk Iowa **Zip** 50211 **County:** Warren

Mailing Address: 800 Colonial Circle Ste 123, Norwalk, IA, 50211

Director's Name: Jill Larsen **Phone Number:** 515-285-5322

On-Site Supervisor(s): Cindy Gavin **E-Mail:** crayons2pencils@yahoo.com

Date(s) of Visit: 10-05-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 07-01-2022

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

Date Inspected: 10-11-2023

Comments : 11/15/23 compliance date

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	50	30	106	0	186
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 09-01-2022 to 09-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Melinda Larson, Child Care Licensing Consultant **Date:** 10-06-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Crayons 2 Pencils Early Learning Center opened in September 2016. It is located in a single standing building. The center has a secured entrance. The center has a security system. There are cameras in the cameras as well as outside the facility. The center provides child care services to children ages infancy through preschool age. Jill Larsen and Cindy Gavin are co-owners and directors. Jill had a registered, in home daycare home for ten years prior to opening up this center. Cindy was a teacher and she also had a registered in home child care daycare prior to opening up this center.

An unannounced visit was completed today. All areas subject to DHHS licensing rules were reviewed. Cindy and Jill were present and assisted with the visit today. Mandatory postings are in place at the center's entrance. Lesson plans and schedules are posted in classrooms. Children's art work is displayed in hallways and classrooms. Classrooms are well furnished with clearly defined learning centers and toys.

The center has eleven classrooms. The Violet Room has young infants. The Yellow Room and Orange Room are for one year old children. There are two classrooms for two year olds, the Red Room and Green Room. The Purple Room, Teal Room and Pink Room are classrooms for children ages 3/4's. There are two classrooms for children ages 4/5's, the Navy Room and Silver Room. All classrooms were at or above ratio requirements. Children were observed in classroom and on the playgrounds. Children were observed during lunch, during child directed play activities, during staff led activities. Staff were playing classroom games with the children, were reading books with the children as a group. Children were doing small motor activities at tables. Interactions between staff and children were observed to be positive.

The center has a full kitchen. The center serves breakfast, lunch and afternoon snack. Menus are made weekly. Menus were reviewed. Breakfast, lunch and afternoon snack is served. Menus are made weekly. Lunch served today was chicken sandwich, mashed potatoes, beans, apple sauce and milk.

The center has three playground areas. There is a playground for infants to one year olds, for 2's and for 3's to 5's. Surfacing material for playground structures is sand and pea gravel. There are concrete areas and concrete trails and grass areas also. There is an outdoor classroom. The playgrounds have many outdoor play materials for children's use. The center completes monthly playground checks.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Jill and Cindy have many years of experience in the child care field. The center participates in QRS and have earned a four star rating. Classrooms are well furnished with age appropriate supplies and furnishings. The center has a secured entrance. There are security camera in all the classrooms and playgrounds.

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

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
One staff's SING check was completed three weeks after she started working.
The importance of compliance with having completed SING checks prior to someone started was discussed.
This was a violation is previous annual visits.

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
Two staff members didn't complete physicals during required time frame

109.10(1)a: 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.
There were many files without updated physicals. The center doesn't get updated physicals when children's physicals expire. They ask for physicals at the time of annual updates.
This was discussed as expired physicals has been a cited violation during previous annual visits.

109.11(7)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.
Radon testing is overdue. The center will get radon testing completed.

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks.Menus planned one week in advance, made available to parents, and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.
Pop Tarts are served, which is not a credible food on CACFP.

V. SPECIAL NOTES/RECOMMENDATIONS:

The center has a full license.

Jill said the the center will change their process and children's physicals will be updated throughout the year, when physicals expire.
Jill stated she is aware of the importance of completed criminal record checks prior to staff starting.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 515-362-7823; email mlarson@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.

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