

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

Licensing Consultant: Nate Knepper

Date: 12-12-2016

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

A full licensing visit was conducted on 12/9/16. The on-site supervisor was present throughout this visit and the director for a portion of this visit.

The Carroll Head Start program is located in one classroom of a newer building on the main New Opportunities campus. The program serves children three years in age through five years in age using the Creative Learning Curriculum Gold Series. Classes are held Mondays, Tuesdays, Thursdays, and Fridays in the AM (8:00-11:30) and PM (12:00-3:30). These classes are held only during the school year.

The director of this program as well as other New Opportunities Head Start programs is Tonya Weber. Tonya has her BA degree in Human Services and meets the qualifications for her position. The on-site supervisor is Michelle Case. Michelle has a BA degree in Elementary Education and has over 10 year’s of experience working in the school or child care setting.

The main parent board is located inside the classroom. The license, state consultant contact information, Mandatory Reporter notice, daily schedules, weekly lesson plan, and weekly food menu were all posted in this area..

There are two restrooms within the classroom. Each restroom has two toilets and two sinks. Hand washing and diapering/pull-up procedures were posted and both restrooms were sanitary. For the most part, children are toilet trained, but extra clothes are kept on site in the event of toileting accidents. There should be two bottles (one for the disinfecting solution for diaper changing tables and one for sanitizing other equipment) as there are two different formulas for mixing. The bleach water main bottle should also be labeled and have the direction on the bottle.

At the time of the visit, there were 14 children and four staff members present. There was also a grandparent volunteer. At the beginning of the visit, a staff member was facilitating a large group story/song activity with children. After this activity was finished, children lined up at the sinks to wash their hands before sitting down for lunch. A staff member sat at each table with a group of children. Staff stated tables are cleaned with soap and water, then rinsed, and then sanitized with bleach water. Staff stated toys that can be are submersed weekly. Toys too big and/or that cannot be submersed are sprayed with bleach water. Learning stations observed in the classroom consisted of group/calendar, music/movement, library, dramatic play, blocks, manipulatives, art, writing, and dress-up.

NUTRITION: The Head Start participates in the food program (CACFP). Meals are posted for the week by the main parent board. The AM children get breakfast and lunch. The PM children get lunch and a PM snack. Hy-Vee caters in the lunch. The Head Start provides breakfast and snacks to children. A dietician reviews all meal items to ensure they are credible. Meals are served family-style. There is a separate kitchen area outside the classroom (currently being remodeled so the temporary kitchen is the second classroom not yet in use). All food storage in the fridge and freezer was sufficient. Thermometers were observed in the fridge and freezer. Dry food storage in the cabinet was also sufficient.

HEALTH AND SAFETY: The center will dispense medications to children as needed. All medications were labeled and had sufficient medication forms. Staff and child hand washing was observed during the visit. There is an indoor first-aid

kit and an outdoor first-aid backpack. The backpack was checked and found to be fully stocked. The center has also created a disaster/evacuation kit. Fire and tornado drills are being conducted monthly for both classes. Radon testing is due every two years and was last tested 1/9/15 – 1/12/15. The radon level in the classroom came back at 0.3 which is below the 4.0 cutoff. The furnace was last inspected 11/14/16. There is a functioning carbon monoxide detector in the classroom. Evacuation procedures were posted. Emergency numbers were posted. Restrooms were sanitary.

PLAYGROUND: The playground is directly accessible from the classroom through a back door. The playground is entirely fenced in. There is a climbing structure and then the staff will bring out other items for children to play with during the day. No issues were noted with the climbing structure. Rubber mat surfacing is used around the fall zones. Daily playground checks are conducted by staff. The building provides sufficient shade.

TRANSPORTATION/FIELD TRIPS: The center does not transport. The Head Start program utilizes the Western Iowa Transit System (WITS) for all transportation needs, including home from the center in the afternoons. Parents are responsible for arranging transportation needs through this system. A staff member will ride along on this bus taking their own child to/from the field trip destination.

Parents authorize and are notified of all field trips in advance. For all field trips, children's emergency contacts as well as a first-aid kit are taken along. The program will also bring in different agencies for presentations such as the local fire department, etc.

ADMINISTRATION: The center handbooks were previously reviewed and found to be complete. However, the center will need to add the new requirements for staff training hours and the Essentials training if they have not already done so.

The center uses grandparent volunteers. No files were reviewed this year.

There are 31 children enrolled at the program. Six children files were reviewed. All six files were current and complete. Staff should be more specific when it comes to writing incident/accident reports.

Two staff files were reviewed. Both files were current and complete.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Hy-Vee caters in lunch. The program also participates in the food program (CACFP). Finally, the program has a dietician review all meals.

The program uses the same handbook and has the same health and safety procedures/checklists as other programs operated by New Opportunities.

Parental involvement and communication is highly stressed by the program. Weekly newsletters, two parent teacher conferences, and two homes visits are conducted throughout the year. Special activities where parents come to the program are also held.

Weekly staff meetings are held. Monthly meetings are held with other New Opportunities Head Start Programs.

The program has some additional information available through New Opportunities' website.

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

109.11(3)a: Center shall ensure that: 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.

Since the center is mixing bleach and water themselves, there has to be two different bottles (one for disinfecting diaper changing tables/mats and the other for sanitizing other equipment) as the solutions are different for sanitizing vs. disinfecting. Also, the main bottle that has the bleach needs to have the label on it that also has the directions for how to mix.

V. SPECIAL NOTES/RECOMMENDATIONS:

An administrative change is being made to the center license as they will be opening up a second classroom by next school year. This classroom also has a capacity of 20 children like the first room bringing the total capacity to 40 children.

The new CACFP changes were discussed. The program should implement these changes now.

The new Federal mandates to state licensing were discussed. Staff are in the process of completing the Essentials training. The center has created a disaster/evacuation kit. The center has updated written disaster/evacuation procedures (need to make sure staff are aware of what the protocols are). The staff handbooks will need to be updated in regards to the new requirements for staff training hours and Essentials training.

The outlets in the two classrooms will have to be changed out with the child-safety slide kind of outlets rather than having the caps over outlets.

Staff should be more specific on incident/accident reports (more descriptive).

Programs can use any disinfectant/sanitizer they want so long as the product has an EPA registration number on it and staff are following the manufacturer's instructions on how to use.

A new, full, two-year license is recommended.

If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your consultant at 515-725-2654 or email nknepe@dhs.state.ia.us so that we may discuss the issue. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report.

*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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