Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: HACAP Head Start-Inn Circle

Provider No.: 25078

Address: 5560 6th St SW, Cedar Rapids, IA, 52404

County: Linn

Director's Name: Amy Goddard

On-Site Supervisor: Amy Goddard

Phone Number: 3193667631

E-Mail: agoddard@HACAP.ORG

HHS Visit Date: 09/05/2025

Licensing Period: 08/01/2024 to 08/01/2026

Fire Inspection:

Date Inspected: 08/19/2025

Comments:

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [X] Year-Round
- [ ] School Year
- [ ] Summer Only

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Program Population Served:

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	16	12	68		96
Summer					0

1. Basic Overview

HACAP is a community action agency currently providing head start services throughout 9 Iowa counites. HACAP began in 1968 serving families in Johnson, Jones, and Linn Counties. From 1973-1981, HACAP expanded to provide services in Benton, Iowa, and Washington Counties. Then, in fall of 2020, HACAP again expanded to provide services in Delaware, Dubuque, and Jackson Counties. Specifically, HACAP Head Start (HHS) - Inn Circle is located inside a building which also provides affordable housing options. This program operates year-round Monday through Friday from 7:00am to 5:00pm.

Multi-site HHS early childhood program executive director is Christi Regan. Ms. Regan has a BA degree in elementary education with early childhood reading, has been employed with head start for over 20 years, and continues to participate in much child development related training. Combined director and on-site supervisor Amy Goddard has a BA degree in psychology, has been employed with head start for over 15 years and continues to participate in much child development related training.

On 9/5/2025, building, grounds and program space were observed to all be in good repair. Ms. Goddard discussed security improvements that have occurred since the last review. Lunchtime preparations were getting underway in the kitchen as the aroma of the chef's homemade mac and cheese was filling the building. When in the infant room, child friendly music was overheard in the background as children played. An infant family was observed to be warmly greeted by staff upon arrival to the classroom. One staff in an older classroom was observed providing reassurance to a child as to how the day was progressing. Evidence of curriculum observed on 9/5/2025 included book reading of "Llama Llama Mess Mess Mess" with engaging staff-child conversation happening, staff-child discussion about rules of the classroom, watercolor creating and magna-tile building. On the day of the monitoring visit throughout the building and grounds, staff were observed to be in ratio and actively engaged with the children in a variety of activities that included infant cares, group circle discussion, center play experiences, outdoor large gross motor play and routine transitions. Children appeared comfortable with staff and to be truly enjoying the day.

2. Identify Observed Strengths of the program

HACAP's mission and goal is "...helping people develop skills to become successful and build strong communities..." and "...to bring about a greater degree of social competence in the young children..."

HHS has the following website for families and the community to learn more about the program: https://www.hacap.org/headstart.

As of 9/5/2025, HHS continues to be overseen by a board of directors. The program's management team (e.g. Ms. Regan,

Ms. Goddard) are invested in the community and are mentors helping connect families and children with various community resources and events. The management team continues to have a system of organization in place to help ensure administrative items are completed and maintained in a secure manner. The management team remains knowledgeable of licensing guidelines as well as their own program's policies and procedures. Ms. Goddard discussed having a great team of staff including having two employees currently working on a CDA and how HHS Room 1 is currently a model classroom for PBIS. The center chef reported being with the program for over 2 years, has a culinary degree, has prior food experience and has ServSafe certification. Staff throughout the classrooms are seasoned and reported celebrating 21 years, 10 years, 3 years and 9 months with HHS.

On 9/5/2025, HHS - Inn Circle was again found to be maintaining required postings, maintaining parent-staff-program information centers, utilizing technological communication resources, and offering family programming activities. HHS has a Parent Committee, Policy Council, and family support workers. Curriculum continues to include Creative Curriculum, teacher-inspired ideas and regular program-family conferences.

HHS - Inn Circle continues to have and update as needed policies and procedures that include those for safety, daily health checks, hand washing, diapering, cleaning, sanitizing and disinfecting. On 9/5/2025, staff discussed how they help ensure the children's space is sanitary and hazard free each day by using a cleaning checklist and following HHS policies and procedures. Staff also talked about continuing to have collaborative support from their board and HHS maintenance person as to building and grounds conditions and repairs.

HHS - Inn Circle has emergency plans, policies, and procedures. HHS - Inn Circle has successfully navigated through historic Linn County flooding events, 2019 winter Polar Vortex, 2019 health (covid-19) pandemic, 8/10/20 Derecho Storm, 2021 food supply issues, 2022 infant formula shortages, 2023 air quality alerts and 7/19/24 global technology outage.

3. Identify the aspects that fall below the standard

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

Not applicable.

5. Special Notes/Recommendations

Please review rule 109.11(3)a(1) stating the facility and premises are sanitary, safe and hazard-free. Various items in the building (e.g. child toilet seats, hand washing sinks, classroom cabinets including hinges and hardware, counter tops, flooring) are increasingly needing attention. Building ware can make it difficult to ensure safety as well as ensure proper cleaning, sanitizing and disinfecting. Remedy.

Ensure lower cabinets are child proofed. HHS IC Room #1 has an upper cabinet that contains first-aid supplies yet the cabinet does not properly latch or stay closed.

Diapering surfaces are required to be non-porous for proper cleaning and disinfecting to occur between teach diaper change. Wood and diapering pads are porous and shall not be used for diapering (e.g. infant room). Also, the toddler room diaper station is dilapidated and shall be fully replaced.

Ensure child furnishings do not present splinter hazards (e.g. toddler-transition room wood kitchen).

Outdoor shade is required at the far end of the preschool-age outdoor play area.

Outdoor climbing structures shall be power washed.

An upper portion of the outdoor fence has come loose.

Increase indoor loose large gross motor materials (e.g. low to ground stepping/balance materials, romper stompers, push toys, hula hoops) and outdoor loose large gross motor materials (e.g. riding toys, hula hoops, push toys, balls).

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Ensure open food and water is not being left outside building entrances/exits or anywhere near the outdoor playground. This can lead to unwanted and unhealthy animals roaming the grounds as well as infestation, insects and vermin. Consider posting signage and/or a written policy as a reminder for those who frequent the property.

To help with the repeated notes in this section of the report, please apply for the "Growing Iowa" fund designed to support childcare in Iowa by connecting with CCR&R (https://iowaccrr.org/staff/; Region 5 Director Becky White at 563-484-4587).

The program's license remains in full status. Thank you for the visit.

Date: 09/26/2025

HHS Licensing Consultant: Amy Lyons

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.