

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

**Name of Center:** Elma Early Childhood Center **Enrollment:** 39 **License ID No. (Reapplications)** 19089

**Street:** 319 Oak ST **City:** Elma **Iowa Zip** 50628 **County:** Howard

**Mailing Address:** PO Box 63, Elma, IA, 50628

**Director's Name:** Stacey O'Brien **Phone Number:** 641-393-2028

**On-Site Supervisor(s):** Andrea Smith **E-Mail:** elmaearlychildhood@gmail.com

**Date(s) of Visit:** 08-18-2017

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

**LICENSING VISITS**

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

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

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

**Date Inspected:** 07-31-2017

**Comments :** Compliance on 08/31/17

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

**Financial Type:** Profit X Non-Profit NA

**Accreditation:** 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	8	6	12	8	34
Summer					0

**QRS Rating:** N/A

<b>RECOMMENDATION FOR LICENSE:</b>	
X	<b>FULL</b> license from 09-01-2016 to 09-01-2018
	<b>PROVISIONAL</b> license from
	<b>DENIAL</b> of initial application
	<b>SUSPENSION</b> of license
	<b>REVOCATION</b> of license

Licensing Consultant: Becky Frost

Date: 09-01-2017

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

N/A

### **II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

On 08/18/17 I made an unannounced off year visit to Elma Early Childhood Center. I met with Stacey O'Brien, the director. Ms. O'Brien has a BA in early childhood education and she has been the director since March 2012. Andrea Smith was named the on-site supervisor in April 2012. She is in charge when Ms. O'Brien is away from the center. The center employs eight employees.

The Elma Early Childhood Center opened on 06/05/08 and began operation at its current location on 08/19/08. The program operates year-round Monday through Friday 5:00 am until 6:00 pm. It serves infants through school-age children. They also have a summer only program and allow drop-ins when staff ratios allow. There are currently 39 children enrolled.

The program operates out of three rooms. The larger room is used for children who are two-years-old and older and there is an infant room. There is also a preschool room down the hall. The preschool room is used for a three-year-old program during the school year. The older children also use the gym. An inspection of each room was completed. All rooms were within ratio the day of the visit.

I reviewed documentation of monthly fire and tornado drills. A radon test was last completed in December 2014 and is only good for two years. Results were within EPA guidelines at that time, but the test must be completed again in each program room as soon as possible. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is located in the room for the older children in the kitchenette area. Outlets were protected. The fire marshal inspection occurred on 07/31/17, with compliance on 08/31/17.

Please print off the updated handbooks that have all of the updated policies.

Please monitor the temperatures in the refrigerator in the infant room. The refrigerator was 48 degrees and should be 40 degrees and below and the freezer was six degrees and should be zero and below.

### **III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

The program has completed Emergency Preparedness plans. Staff members are completing Essentials as mandated. All staff members, except one, have completed SIDS training.

Ms. O'Brien states the parents and the community is very involved. They provide donations and have held successful fund raisers.

The program has a Quality Rating System (QRS) level of 3.

Ms. O'Brien and Ms. Smith work well together.

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

109.4(2)h: Develop a policy to ensure that people do not have unauthorized access to children at the center. Include: Criteria for allowing people on the property when children are present. How people will be supervised or monitored. How responsibility will be delegated to staff. How the policy will be shared with parents. The program did not have an Access Policy. A sample was emailed to Ms. O'Brien.

109.4(3)b: Postings are required for: Mandatory reporter requirements. Notice of availability of handbook. Program activities. These shall be posted in area frequented by parents or public.

The mandatory reporter requirement notice was not visibly posted on the day of my visit. The posting needs to reflect the current law and be placed in an area easily visible to parents and staff. This was cited last year also and must be corrected.

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.

You must post the fire and tornado emergency evacuation diagrams by all four doors in the gym. This was cited last year also and must be corrected.

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.

You must post handwashing procedures in the boys and girls bathrooms across from the gym. They must also be posted near the sink in the preschool room.

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.

The last radon test was completed in December 2014. This must be completed every two years and should be completed as soon as possible.

#### **V. SPECIAL NOTES/RECOMMENDATIONS:**

A full license is issued for the remainder of the licensing period. All DHS licensing standards and procedures must be maintained during the renewal period. Please review the report carefully and correct the concerns identified during this visit as well as concerns from the previous licensing visit.

\*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 319-292-2429; email rfrost@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.

\*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.

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