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

Name of Center: Kids Place Day Care **Enrollment:** 70 **License ID No. (Reapplications)** 6893

Street: 103 Central ST STE 100 **City:** Glenwood Iowa **Zip** 51534 **County:** Mills

Mailing Address: 103 Central ST STE 100, Glenwood, IA, 51534

Director's Name: Lecy Finn **Phone Number:** 712-527-5264

On-Site Supervisor(s): **E-Mail:** kidsplace@glenwoodschools.org allelyaly@glenwoodschools.org

Date(s) of Visit: 02-27-2025

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

LICENSING VISITS

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

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

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

Date Inspected: 09-08-2021

Comments :

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 Other X NA

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

Get-Well Evening Care X 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	25	58	67	200
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2025 to 08-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 03-13-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was made on 2-27-2025. Kids Place operates under the Glenwood School District and is located on the Campus of the Glenwood Resource Center in a four story brick building. Child care services are provided to children infant age to school age, Monday through Friday 6:00 am to 6:00 pm. During the summer a full day program is provided to school age children. 70 children are enrolled in the program. Lecy Finn became the director in February 2024, she has worked at the center for 5 1/2 years. The program has two on-site supervisors.
Other entities are located in the Kids Place child care building - Area Education Agency, Glenwood School Administration, etc. I met with Lecy during my licensing visit. The center will be remodeled at the end of the school year until sometime in August 2025. The center will relocate in North East Elementary School during the renovations. The fire inspection has given approval for this temporary relocation. Following my licensing visit I met with Lecy, North East school Superintendent Nicole Kooiker, and Principal Ashlie Salazar at North East Elementary School to look at the rooms that will be used during the renovations at Kids Place. Grants have been received for the renovations at Kids Place. The name of the center will change upon completion of the renovations.

Observation of rooms:
The infant room and the older infant room are on the main floor, the toddler room, preschool age room are on the second floor and the school age room is on the fourth floor - there is an elevator. The rooms looked nice and had a fun variety of age and developmentally appropriate toys and equipment, the rooms were in ratio. The school age children were in school at the time of my visit. During the summer the school age program take a variety of field trips.
The daily sheets for the infant rooms looked good, they are on the Procare child care app. The staff in the infant rooms were nurturing and attentive to the needs of the children. There was confusion regarding the sanitizing and disinfecting procedures for the infant rooms - The three step bottle procedure isn't being properly used for sanitizing and disinfecting. This is a repeat violation from last year. Please follow the three bottle procedure for both sanitizing and disinfecting. Bleach/water is used for sanitizing and Purell surface is used for disinfecting. You need bottles for 1. Soap/water for cleaning, 2. Water for rinsing and 3. Your EPA and child care approved product for sanitizing and disinfecting - three bottles for sanitizing and three bottles for disinfecting are needed. Bleach/water needs to be mixed daily. The three step bottles for disinfecting and the bottle for bleach/water were needed for one room.
The toddler room had lesson plans. The children were having fun in circle time. The children in the preschool room were having fun playing, the children's fun art work was displayed. The preschool room needed lesson plans/activities and a staff persons purse was accessible to the children. Please train staff on making lesson plans/activities. Lecy should review the lesson plans for the program rooms. Please train staff to place their purses and personal belongings somewhere that isn't accessible to the children.
Staff in the toddler and preschool room were positive and attentive to the needs of the children.

Nutrition:
The center participates in the federal food program (CACFP). During the school year breakfast, lunch and snacks are provided. The Glenwood Middle School prepares breakfast and lunch and it is delivered daily, the center purchases the snack from the school. Monthly menus are provided. During the summer the program participates in the free lunch program.

Food allergies are posted.

Health and safety:
Fire/tornado drills were practiced and documented. Seven radon tests were completed in August 2023, all test results were in the acceptable range. Since your center operates under the school the Department of Education is responsible for making sure radon testing is completed. Radon test scores need to be under a 4.0 pCi/L. DHHS child care licensing will no longer review radon testing information.
Medication management procedures are followed when children are prescribed medication.
Sanitizing and disinfecting procedures need to be reviewed and staff need trained.

Playground:
There are three outdoor playground areas for the different age groups of children. The playground areas are fenced. Make sure you have the monthly playground inspections. Make sure the playground has the required surfacing.

Transportation:
The center doesn't provide daily transportation services. The Glenwood Schools provide school bus transportation for the before and after school age children. A school bus is hired for transportation for field trips. Walking field trips are taken on campus. A variety of field trips are taken. The school bus provides transportation to the summer lunch program at the middle school.

Administrative records:
The child files were read and were in good order. School age children should have the annual statement of health signed by the parent, as they aren't required to have an annual physical.
Staff files were read some staff files were in need of the national record checks, Lecy is in the process of completing the national record checks. Lecy doesn't have a clear understanding of the record check procedure. Please review your record check directions and make the necessary corrections. Criminal record checks need to be done prior to staff beginning employment - the record checks need to state no record found. If a record check states further research required you will need to wait for the results to be completed and go back into the system and print the results - staff can't begin employment until the criminal record check is complete. If an applicant or staff has a conviction you will need to follow the record check directions and complete the evaluation process. New employees must have the fingerprints completed and sent in before they begin employment, you don't need to wait for the results before they start. If a record check comes back with a conviction you must complete the record check process. Staff should be completing an employee statement marking if they have convictions.
The center has all of the required postings. The center has all of their emergency procedures. Monthly staff meetings are help and Lecy maintains daily contact with staff.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Lecy is proud of the program, she was very helpful during my licensing visit. The on-site supervisors are responsible for various duties and are very helpful. Many staff at Kids Place have excellent staff longevity.
Lecy is interested in applying for IQ4K.
Staff were positive and attentive to the needs of the children.
Kids Place is a wonderful resource for the community.

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

REPEAT VIOLATION for national record checks - 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.
Staff files were read some staff files were in need of the national record checks, Lecy is in the process of completing the national record checks. Lecy doesn't have a clear understanding of the record check procedure. Please review your record check directions and make the necessary corrections. Criminal record checks need to be done prior to staff beginning employment - the record checks need to state no record found. If a record check states further research required you will need to wait for the results to be completed and go back into the system and print the results - staff can't begin employment until the criminal record check is complete. If an applicant or staff has a conviction you will need to follow the record check directions and complete the evaluation process. New employees must have the fingerprints completed and sent in before they begin employment, you don't need to wait for the results before they start. If a record check comes back with a conviction you must complete the record check process. Staff should be completing an employee statement marking if they have convictions.

109.10(1)b: School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions.
School age children should have the annual statement of health signed by the parent, as they aren't required to have an annual physical.

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 preschool room needed lesson plans and a staff persons purse was accessible to the children. Please train staff to place their purses and personal belongings somewhere that isn't accessible to the children.
There was confusion regarding the sanitizing and disinfecting procedures for the infant rooms - The three step bottle procedure isn't being properly used for sanitizing and disinfecting. This is a repeat violation from last year. Please follow the three bottle procedure for both sanitizing and disinfecting. Bleach/water is used for sanitizing and Purell surface is used for disinfecting. You need bottles for 1. Soap/water for cleaning, 2. Water for rinsing and 3. Your EPA and child care approved product for sanitizing and disinfecting - three bottles for sanitizing and three bottles for disinfecting are needed.
Bleach/water needs to be mixed daily. The three step bottles for disinfecting and the bottle for bleach/water were needed for one room.

REPEAT VIOLATION for the preschool room - 109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.
The preschool room needed lesson plans/activities. Please train staff on making lesson plans/activities. Lecy should review the lesson plans for the program rooms.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 8-1-2025 to 8-1-2027.

Administrative changes - Increase in capacity from 100 to 200. The hours have been changed to 6:00 am to 6:00 pm.

The center will be remodeled beginning at the end of the school year 2025 until sometime in August 2025. The center will relocate to North East Elementary School during the renovations. The fire inspector has given approval for this temporary relocation.

Lecy please read the Child Care Centers and Preschools Licensing Standards and Procedures Handbook. Please reach out to me with licensing questions.

Please send me an updated floor plan of all rooms when the renovation has been completed at Kids Place. The fire inspector will need to approve the remodel at Kids Place.

Please send me an email by Wednesday April 2, 2025 and let me know how the noncompliance items listed above have been corrected. I will make a referral to Child Care Resource and Referral for consultation and training on licensing issues i.e. lesson plans/activities, record checks etc.
I will make a referral to your child care nurse consultant for consultation and training on sanitizing and disinfecting.

*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.