

**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.** 19089
(Reapplications)

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

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

Director's Name: Kayla Kraft **Phone Number:** 641-393-2028

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

Date(s) of Visit:

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

LICENSING VISITS

New Application X **Re-Application** NA

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 06-19-2018

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:	<u><i>Year-round</i></u>	<u><i>School-Year</i></u>	<u><i>Summer Only</i></u>		
LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	8	6	12	8	34
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 09-01-2018 to 09-01-2020
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Becky Frost

Date: 11-13-2018

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 08/01/18 I made an unannounced licensing 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. Windows provide natural lighting for the big room and preschool room, but artificial lighting is used in the toddler room. The rooms are decorated with the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays were posted. There is an area for circle time in the preschool room.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computer, art, dramatic play, listening, science, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level so they were easily accessible to the children.

In the room for the older children I observed a diaper change. The staff member only cleaned the changing table with soap and water and did not disinfect the table. The table must be disinfected after every diaper change. There was an infant sleeping in a bib. This cannot occur because it is a choking hazard. There were expired medications for the children present that must be removed.

The Creative Curriculum and a variety of other resources are used to create lesson plans. Activities are planned around weekly themes. A lesson plan was available for review.

There was a phone with emergency numbers in between the infant and toddler rooms. Emergency fire and tornado procedures and diagrams were posted by the main program and outdoor exits. You must also post emergency diagrams by all of the doors in the gym and by the outdoor exit in the preschool room. This was cited in the last two licensing reports and must be corrected immediately. A daily schedule was posted. The program currently has a Quality Rating System (QRS) level of 3 that expires on 04/01/20.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of playground inspections. A radon test was last completed in December 2014 and is only good for two years. Results were within EPA guidelines at that time. Ms. O'Brien states she mailed radon testing in on 07/30/18. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is located in the kitchenette area in the room for the older children. Outlets were protected. The fire marshal inspection occurred on 07/31/17, with compliance on 08/31/17.

Staff and children files were reviewed at the time of the licensing visit. I also reviewed program handbooks. You must update your professional development policy to reflect the mandated changes that occurred as of October 1, 2016.

I reviewed eight children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. Several files were missing addresses. There were three outdated physicals. There was one outdated immunization certificate as it was not signed and dated by medical personnel.

I reviewed four staff files. All staff members have current SING checks, but one staff member had her SING check completed almost one year after it was due. One staff member had her fingerprints sent in to DCI in July 2018, but it was due August 2016. SING checks and fingerprints must be completed in a timely manner. SING checks are completed every two years and fingerprints every four years. A new staff member completed her universal precautions, mandatory reporter and Essentials training, but they were not completed in 90 days as mandated. All new employees must complete the mandated trainings within 90 days of hire.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

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

The program currently has a Quality Rating System (QRS) level of 3 that expires on 04/01/20.

Ms. O'Brien and Ms. Smith have worked together for many years and have a terrific working relationship.

The program wants to create theme based preschool lesson plans with more music and movement and dancing. They would also like to create a picture daily schedule for the preschool room.

The program plans to create more flannel board stories and order more storytelling kits.

The program is going to purchase and replace some playground items.

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

109.4(2)e: Written plan for ongoing staff development that complies with 441 IAC 109.7.

109.6(6)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.

109.6(6)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.

109.7(1): All staff(within first 3 months of employment)Two hours of approved training for the mandatory reporting of child abuse.At least one hour of training regarding universal precautions and infectious disease control.Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, approved by the Department occurs every 5 years. If significant changes occur to content, the Department may require the training be renewed.

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, or

ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.

Number not in compliance: 3

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.

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.

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.

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.

An administrative change is being made in November 2018 to name Kayla Kraft as the new director of the program. Her first day was 11/05/18. She has a BA in early childhood and elementary education.

*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.