



<b>RECOMMENDATION FOR LICENSE:</b>	
X	<b>FULL</b> license from 10-01-2017 to 10-01-2019
	<b>PROVISIONAL</b> license from
	<b>DENIAL</b> of initial application
	<b>SUSPENSION</b> of license
	<b>REVOCACTION</b> of license

Licensing Consultant: Heidi Hungate

Date: 09-20-2018

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

N/A

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

An unannounced off year visit was completed at this center on 9/13/17. Karrie Palsgrove is the owner and director of the center. She meets center director qualifications. The center is for profit. The center provides care for school age children who attend the Camanche Elementary School before and after school on school days only with Wednesday afternoon care being longer because of early dismissal each week on that day (1:45pm).

The center uses the cafeteria of the school as the licensed program space. Cafeteria tables are used for table activities. The center provides a very good supply of games, blocks, dramatic play items, drawing/coloring materials, etc. Staff do an excellent job of setting materials out for the children to allow the children a choice among a variety of activities. The center uses plastic baskets labeled for each child to store their personal items separately. Restrooms areas for toileting and hand washing functions are located in the hallway outside of the cafeteria. The center no longer has access to the school gymnasium. All program space was observed.

The center serves afternoon snack only. The center does not participate in the CACFP.

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

Child care has been provided at this location since 1996 previously under DOE regulations. The center provides a much needed resource to the children and families in this community. The center reports an excellent relationship with the school. The center provides an ample supply of materials for play and program activities. Items are brought out and set up on the tables so that they are readily accessible to the children. The staff were observed to be engaged with the children. The center continues to engage their local CCRR consultant on center improvements.

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

**STAFF FILES:**

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.

SING checks for staff completed most recently in 9/2017 were not completed for all required aspects. This was reviewed with the center director who states she has completed them in full since this licensing visit.

109.7(2): Center directors and all staff have the required contact hours of training.  
 \_1\_ staff file reviewed did not have any hours of training during the previous year.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

1. Update consultant/standards posting with the most recent posting. This was noted previously.
2. Ensure snack menu reflects what is being served at snack and that snack meets the current CACFP requirements.

3. Ensure paper towels are used from a dispenser so that the roll is not contaminated.
4. Center should practice fire and tornado drills at least occasionally before school so that children who may only attend at that time have a chance to be familiar with practices.

WRITTEN POLICIES:

1. Biting policy in staff and parent handbooks need to include all of the required elements, see rule 109.4(2)g 1-8. The center's policy is missing this requirement: (3) A description of how the center will assess the adequacy of caregiver supervision and the context and the environment in which the biting occurred.
2. Staff and parent handbook are missing the required unauthorized access policy, see rule 109.4(2)h 1-4.
3. Written emergency plan was not found for intoxicated parent.

This center will remain with a full license. Please address the concerns noted above in the report so that corrections are observed at the next visit. This report does not require a written response. Thank you.

\*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.