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

Name of Center: Community Childcare Center **Enrollment:** 82 **License ID No. (Reapplications)** 23197

Street: 611 W Jackson AVE **City:** Fairfield Iowa **Zip** 52556 **County:** Jefferson

Mailing Address: 611 W Jackson AVE, Fairfield, IA, 52556

Director's Name: Colleen Bates **Phone Number:** 641-472-9629

On-Site Supervisor(s): Renee Letts **E-Mail:** commcc@iowatelecom.net

Date(s) of Visit: 08-08-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 08-01-2025

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

Date Inspected:

Comments : due every 3 years, plan of correction sent by center in July 2025, conducted by SFI Damien Dawson, this license was held until an approved fire inspection

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 X Other NA

Program Serves: X Infants (0-23 mo.) X 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	12	20	60	25	117
Summer					0

QRS Rating: 2

RECOMMENDATION FOR LICENSE:		
	FULL license from	
X	**PROVISIONAL** license from	09-01-2025 to 09-01-2026
	DENIAL of initial application	
	SUSPENSION of license	
	REVOCATION of license	

Licensing Consultant: Jill Seibert **Date:** 10-17-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Community Childcare Center and Preschool is located in a single story, metal frame building specifically constructed for child care in a residential area of Fairfield. The center provides full day child care services to children ages infant through school age and an early childhood educational program for preschool age children. The center is owned and operated by Community Child Care, Inc., a not for profit community corporation. This center was established in 1971 and a new building constructed in 1991. The center is providing free 4 year old preschool this year in a partnership with Fairfield Community School District (SWVPP). Three year old preschool is offered Tuesday, Wednesday and Thursday a.m.. The center consists of six classrooms surrounding a central multi-purpose room, a kitchen, pantry and director's office.

The director is Colleen Bates. Ms. Bates has 49 plus years of experience in directing child care centers. She began as a staff in this center in 1974. Renee Letts is the onsite supervisor for the center. She was appointed to this position in 2018, but has worked at the center since 1984. Both have obtained National Administrator Credentials. The credential is designed for childcare center directors and shows a mastery of child care administration skills. The credential must be taken annually.

On 8/6/25 I made an unannounced licensing visit to Community Childcare Center and Preschool and met with Director Colleen Bates and staff members. At the time of the visit, staff were actively engaged in providing the child care program to the children. All program areas were observed on the visit.

Cameras were installed in each room and on the playground in 2020. A security system is now in place on the front door and administration states it works well. Only authorized staff and families of children attending the center may enter. Parents/guardians are given a four-digit code to enter the building. The center is also equipped with security cameras to monitor the safety of children and staff members. Only the director and assistant director have access to the camera monitor.

The areas discussed, reviewed and noted consisted of classroom observations and activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Program Observations:

Center Nutrition:

The center serves breakfast, snacks, and a noon meal to the children. Meals and snacks are prepared in the center kitchen and served in rooms. Meals are served family style and menu patterns appear to meet minimum nutritional requirements. The Center is a participates in the CACFP Food Program. The center rotates menus every four weeks. Food is stored in the kitchen and pantry area. I observed both dry and cold/freezing food storage. No food was stored on the floor. The infant classrooms prepare and serves bottles and infant meals in the classroom. Thermometers were found in all refrigerators and freezers.

Center Health and Safety:

The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. We have discussed ratio/supervision at length on many visits. Administration trains staff so that childcare regulations are being met in relation so staff requirements. During my visit all rooms were in ratio. Staff should call a floater or OSS/Director to replace them should they have to leave the room to run errands in the center such as snack, restroom breaks, etc..

The center director and I reviewed prescription and non-prescription medication storage in accordance with licensing regulations, physician directions, and parental consent. Staff and child hand washing, storage and maintenance of a first aid kit, emergency plans and drills for fire and tornado, environmental testing and the maintenance of any necessary detection equipment, and general regulations regarding safety and sanitation policies and procedures were reviewed.

Each room has its own first aid kit. Parents fill out a medication form when medication needs to be administered at the Center. Allergy information is posted in the kitchen, the rooms where the children are spending the day and on the room roster. Medical condition and allergy conditions lists are present with the children's pictures included. Staff in each room and I discussed medication procedures. Allergy Action Plans should be present for each child with allergies.

Emergency routes are posted in the main hall and in the rooms. Fire and tornado drills should be completed monthly and logged. We discussed this and putting a system in place so that drills are completed and documented and easily accessible. The Director and OSS often have to work in ratio, as hiring and maintaining quality staff have been an issue, especially the last few years. Hand washing procedures are posted near every hand washing sink.

Chemicals are stored in rooms inaccessible to children. The center should use only chemicals approved for childcare. CCNC Lauderman conducted an Injury Prevention Checklist on the center on 4/1/21.

Radon testing was present with a level under 4 pCi/L. Updated testing is due every five years. The furnace and water heater inspection were present and completed within the past year. It is due annually. Carbon monoxide detectors are hard wired in throughout the building. The center is on city water.

Ill or injured children are taken to the office.

Center Playground:

The center has separate fenced and naturally shaded outdoor play areas for toddlers and preschool/school age children. The playground is separated by age group. The main playground is utilized by children three and older while a smaller area is separated for toddlers and two-year-olds. The Child Care Weather Watch is consulted when outdoor play is questionable due to varying weather conditions. A new roof was placed over the sandbox in June.

CCNC Lauderman conducted an Injury Prevention Checklist on the area on 4/1/21. Mulch has been replaced under climbing equipment. Other repairs have been made since the inspection.

In September a chain link fence was being installed around the outdoor garden. On 9/20/23 the Director reported they are now utilizing the new outdoor play inspection form.

CCNC Lauderman conducted a physical activity program with the center in 2023.

Center Transportation Arrangements/Field Trips:

The center does not provide transportation. A consent form is sent home to inform parents of any planned field trips. The form requires a parent or a legal guardian's signature authorizing their child participation in the field trip. At least one staff person with current First Aid and CPR certification will accompany children on offsite activities. At least one staff member will have a cell phone in case of emergency on all off-site activities. Emergency contacts and a first aid kit are taken along. During the summer school program children are taken on a variety of field trips, including local parks, the public swimming pool, and movie theaters. Younger children are taken on trips to the park.

Center Administrative Records:

The center is in compliance with regulations regarding required notices, postings, and required written policies provided to parents in the form of a parent handbook. Staff and child records are somewhat complete and well organized. CCNC Lauderman made a PBIS referral in 2023.

Child files are reviewed annually. Child physicals are present, as well as immunizations and other requirements such as emergency contacts, medical and dental information, pick up authorizations, etc. CCNC Lauderman can conduct a child record reviews upon request. Colleen is keeping track of child files.

Staff files are reviewed annually. All fingerprints are up to date (due every 4 years). The Director was given a fingerprint kit so she may roll her own prints and send them in through a DHS grant. In addition, all employees must have updated Iowa Record Checks which are due every two years. CCNC Mandi Lauderman conducted the annual Universal Precautions training in the past two years and will again in April. Staff are not in full compliance on physicals, Mandatory Reporter training and professional development. CCR&R can assist with arranging training. Malia Love (CCR&R) reached out to the center after my visit in 2021 and 2023 offering assistance with fingerprints. October 7th a staff training wasbe held for new employees on Essentials and other PD. Fingerprints were rolled by CCR&R and returned as insufficient. Fingerprints should be rolled again or scanned and sent to the FBI to be in compliance.

CCNC Lauderman is conducting a medication administration training this year.

A no smoking sign was posted at the entrance to the facility. All required postings including mandatory reporter postings, license consultant information and the center license were posted in an area that could be read by staff and parents.

Injury and accident reports are completed and sent home with parents when a child bites. The designated ill/injured area of the center is the Director's office.

When a child is suspected of having a communicable disease or condition such as, but not limited to, chicken pox, German measles, infectious hepatitis, measles, mumps, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria or meningitis, the Center posts at the entry so that parents are aware.

Emergency numbers including 911 and Poison Control are posted near telephones in each room.

Infant Sheets are updated throughout the day. The sheets met all requirements, including activities for the day. Curriculum has been identified as an area being addressed on an ongoing basis due to staff turnover. CCR&R can assist with curriculum development and implementation.

Annual emergency procedures training should be conducted. Documentation indicating staff are trained on the plan was present and staff signed and dated acknowledgement of such.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Flooring in the infant room was replaced last year.

The center will be receiving services from the Lions Club this year, who will be improving the outdoor play area by adding a roof to the sandbox and assisting with mulch placement.

The center developed an Emergency Preparedness Kit.

The center staff utilize TEACH and WAGES programs.

A wall in the infant room has been removed so that infants may be seen visually at all times.

The program is replacing door frames, a new sink and vanity, a new over hang, and a new sign out front.

The center has a website.

The Director met with ECI the past year.

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

1. 109.6(4)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs. One staff is behind on fingerprints. On 8/28/25 the Director indicated fingerprints were now sent off. (CORRECTED)

2. 109.9(2)k: Any child with special health needs, a written emergency plan. Copy shall accompany child if they leave the

premises. A child with lactose intolerance/allergy must have an allergy action plan available to staff in her room so they may reference it. Director Bates reached out to CCNC Lauderman after the HHS visit. CCNC Lauderman visited the last week of September and the plan is now in the room with the child signed by a physician.

3. 109.11(4)a: Center must have safe outdoor program area adjacent to the center, with sufficient square footage to accommodate at least 30 percent of the enrollment capacity at any one time at 75 spear feet per child. Outdoor space must: Be free from litter and unsafe materials and free from contamination by the drainage or ponding of sewage or storm water. Include safe play equipment and an area of shade. Include fencing to protect from bodies of water or vehicular traffic. Mulch should be added beneath climbing equipment. Holes in the fence between 3.5-9 inches should be repaired. The swing fall zone is too close to the fence. Some climbers are too close to trees which does not maintain an appropriate fall zone. The sand box should be covered when not in use. There are protruding bolts on the fence that should be cut or capped. A gap in the slide structure should be corrected. Hardware used to secure the suspending element to the swing seat is beginning to show rust and should be replaced. There are some exposed nails on one of the wooden tables. Another wooden table has a gap where some of the wood has been broken off in addition to evidence of rotting. CCNC Mandi Lauderman completed a Health and Safety Checklist on the area with more details. The childcare license has been held the past 2 months waiting for an approved fire inspection. As of 10/17/25 OSS Renee Letts indicated the facility is waiting on parts and has not yet completed fire inspector directives. The program will be placed on a Provisional License until an approved fire inspection is granted by DIAL.

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center be placed on a Provisional License. The program will remain on a Provisional License until an approved fire inspection is granted by DIAL. The center is directed to correct the items listed in Section IV. The Director gave me a verbal commitment that the noted rule violations would be promptly corrected. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

IHHS recommends the center consult with Child Care Resource and Referral on a continual basis. They offer centers assistance with meeting the HHS regulations, IQ4K, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website for more information: http://www.iowaccrr.org/who_we_are/region_5. Your Consultant is Malia Love. HHS recommends Director and OSS contact Child Care Resource & Referral so Consultant Love so that she may assist with the resolution of these violations and assist with a process to ensure future compliance.

Most of my work over the last year with Community Child Care, has been around IQ4K but below are the dates of other support I have provided.

8/28/2024-Provided support around staff training hours

9/23/2024-Spoke with them about resources available to help with children who are on the Autism Spectrum

11/7/2024-Provided technical support with locating training in i-Power

11/11/2024-Followed up with the program about i-Power, training and being able to get enrolled in Safe Sleep offered by the CCNC

1/14/2025-Offered assistance with i-Power and where to upload trainings and documents into staff profiles.

5/28/2025-Discussed the Fire Marshalls report with them and the updates they needed to make. We also discussed a sensory sack for a child and I encouraged them to contact Jill at HHS with pictures to see if it would be allowed in care.

6/17/2025-Discussed the center and their plans for SWVP in the fall as well as touching on potential options for when the director plans to retire.

IHHS encourages you to contact your local nurse consultant with IDPH on a continual basis. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. The new CCNC is Mandi Lauderman.

Director Bates contacted CCR&R, and IDPH Child Care Nurse Consultant and they assisted with the resolution of these violations as well as assisting with a process to ensure future compliance. The center has contact information for both providers. IDPH Child Care Nurse Consultant Mandi Lauderman and CCR&R Consultant Malia Love are available

throughout the licensing year for support and consultation. The Director and OSS agree to monitor the infants' room to ensure Safe Sleep practices are occurring on a regular basis. Both Consultants visited the center in May due to a complaint.

CCNC Lauderman visited in May 2023 and stated, "They told me that Malia had also been there earlier today and that they have created some new policies and are making adjustments to some others. They are going to have a staff meeting next Monday night to discuss these changes. First off, staff with be required to write any concerns, complaints with regards to other staff, situations, etc. They are also encouraged to speak with Colleen or Renee if it is a situation that requires their attention, but they are not to bring Colleen and Renee into staffing disagreements that could be worked out between the staff unless it is concerning a child. Kind of like how we would try to prevent a child from tattling all of the time, they are going to try to encourage their staff to not involve them in the drama between coworkers. However, they are also going to have it state clearly that there are certain situations that they must be notified of immediately, and also that there are certain things that will never be tolerated and will result in immediate termination, such as sleeping while they are in charge of caring for the children, spanking, hitting, etc. They do have cameras and staff are observed by the director and assistant director. If there were such an incident of a staff member spanking a child it would be on the camera and there is no question in my mind that the staff member would be terminated. Colleen, nor Renee, would tolerate the mistreatment of any child at any time. I reinforced the need to document everything. We also discussed during my visit some of the difficulties they have been experiencing with children's behaviors. I discussed the PBIS consultants that are available for them at this time and I made a referral to them to provide some assessment, coaching, and also to provide some intervention strategies that may be helpful for the staff and the families involved. I do not feel the allegations against one of the staff is valid."

She completed a playground inspection at Community earlier this year.

The past year CCNC Tammy Merrill provided the following:

7/9/24: Immunization resources given and talked about update needed on Medication Administration class
8/13/24: Taught face to face Medication Administration Course to 10 staff members
8/28/24 and 8/30/24: Performed medication administration test outs on staff that took the course 8/13/2024
11/18/24: Taught Back to Sleep- Tummy to Play Course to 7 staff members
11/20/24: Provided education on car seat safety and gave additional safe sleep materials
6/13/25: Updated Business Partnership Agreement, talked about scheduling a training, gave new Tummy Time fact sheet and measles information
8/11/25: Taught Iowa Outdoor Learning Environment to 10 staff
Thanks,

Tammy Merrill RN
Child Care Nurse Consultant
Jefferson County Public Health
200 West Briggs
Fairfield, Iowa 52556
641-472-5929 Phone
641-469-3189 Fax

HHS contacted both providers 8/11/25 asking that they reach out to the program on the violations listed above. Director Bates did so.

*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.