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

Name of Center: Orchard Hill Church Preschool **Enrollment:** 59 **License ID No. (Reapplications)** 22892

Street: 3900 Orchard Hill Dr **City:** Cedar Falls Iowa **Zip** 50613 **County:** Black Hawk

Mailing Address: 3900 Orchard Hill Dr, Cedar Falls, IA, 50613

Director's Name: Stacy Henely **Phone Number:** 319-277-0564

On-Site Supervisor(s): Stacy Henely **E-Mail:** director@orchardhillchurchpreschool.org

Date(s) of Visit: 10-09-2024

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:** 10-17-2024

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

Date Inspected: 03-13-2024

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

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	71	0	71
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 11-01-2024 to 11-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 10-25-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 10/09/24 I made an unannounced licensing visit to Orchard Hill Preschool in Cedar Falls. I met with Stacy Henely, the interim director. She started with the program in August 2024 and she has a BA in education. She has several years of experience as a special education teacher in- elementary schools and she previously worked in a childcare center. The program employs four preschool teachers and six childcare staff members.

The Orchard Hill Church Preschool opened in September 2008. The preschool is a mission of the Orchard Hill Church. The mission is helping children grow in a nurturing environment that promotes a life-long relationship with Jesus. The preschool operates out of two classrooms in the educational wing. The four and five-year-old program is Monday through Friday morning from 9:00 am until 12:00 pm or Monday through Friday afternoon from 12:30-3:30 pm. The program is part of the voluntary statewide preschool program. They are partnering with the Cedar Falls School District. The three and four-year-old program has the option of meeting Monday and Wednesday or Tuesday and Thursday morning from 9:00 am until 12:00 pm. The program also started a childcare classroom for the enrolled preschool children this year. The childcare program operates Monday through Friday 7:30 am until 5:00pm. There are 59 children enrolled.

An inspection of each classroom was completed. Windows provide natural lighting. The preschool 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. Each room also had several pictures of the children and their families. The childcare room is decorated with the children's art projects.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, listening, writing, math, science/discovery, playdough, sensory table, woodworking, 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. Secure the electrical cord for the television in the childcare room so the children do not have access to it.

Ashley DeGeeter is the lead teacher for the four and five-year-old class. Alex Reese is the assistant for Ms. DeGeeter during the morning class. The afternoon class only has nine children and does not require an assistant. Angela Dunkerton is the lead teacher for the three and four-year-old class and Cindy Anderson is her assistant.

Each preschool room and the childcare room have two bathrooms with one sink and one toilet. There is also a child-sized sink and an adult-sized sink in the preschool classrooms. The childcare room has two adult sinks and one child sink. Handwashing procedures were posted in most locations. Post handwashing procedures near the second sink in the childcare room.

The curriculum is well balanced and incorporates Creative Curriculum and Handwriting Without Tears. The four and five-year-old class uses the ABC Sing-Along Flip Chart to teach letters. The three and four-year-old class uses Alphatales for letters. Play and Worship Curriculum is used occasionally for the Christian aspect of the program. The program focuses on

a new Bible verse each week. Additionally, they focus on colors and shapes. They also learn a new number and letter each week. Each teacher prepares their own lesson plans and they were available for review. Ms. DeGeeter completes GOLD assessments on the children and the preschool follows the Iowa QPPS standards. The preschool classes have parent/teacher conferences once each semester.

There were emergency numbers with the program's address and phone number posted in the classrooms and staff members have cell phones. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits in the preschool rooms. In the childcare room the evacuation diagrams must be posted by all three exits out of the classroom. They were only posted by one. This was cited in last year's report also. A daily schedule was posted for preschool and childcare.

The program uses the Class Dojo app to communicate between parents and teachers.

I reviewed documentation of monthly fire and tornado drills. There were no fire nor tornado drills documented for November 2023 through May 2024. I reviewed documentation of monthly playground inspections. There was no documentation found for the 2023-2024 school year. Fire and tornado drills and playground inspections must occur each month and be documented. Fire and tornado drills should be practiced on separate dates. Ms. Henely was not the director last year.

A radon test was completed in August 2023 for the childcare room and is good for two years. Results were within EPA guidelines. The radon test for the preschool rooms was completed in November 2023. The results were within EPA guidelines.

The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was in each preschool room near the entrance and in the childcare room near the sink. Outlets were protected. The fire marshal inspection occurred on 03/13/24. The childcare room was approved by the fire marshal prior to use.

The program is not on the Child and Adult Care Food Program (CACFP) but follows the guidelines. The program provides the snacks for the four-year-old class because they are part of the voluntary state grant. The thee-year-old preschool parents provide snacks at the beginning of each month and then the preschool chooses and serves the snack to the children. The parents also have the option of paying ten dollars each month in place of bringing snacks and then the preschool purchases the snack. Snacks are documented on a calendar for each preschool class. Snacks were observed to be stored according to NHSPS guidelines. There is a refrigerator in both rooms. Thermometers were present. The refrigerator in the four-year-old preschool room was not working the day of my visit. This needs to be fixed or not used. Snack menus and allergies were posted. Disposable products are used so dishwashing is not necessary.

For the childcare program the center provides breakfast, lunch and a morning and afternoon snack. The center receives lunch from the Waterloo School System. Ms. Henely must pick lunch up and it is kept in a warmer in the childcare room. Parents also have the option of bringing a lunch from home. Family style is not used. Dishes are washed in the church kitchen. The childcare room does not have any menus. They must have menus for breakfast, lunch, morning and afternoon snack. Menus should be maintained and available for review during licensing visits so I can assure CACFP guidelines are followed.

There is a refrigerator in the storage room next to the office. A thermometer was present. Food items were stored according to NHSPS guidelines.

The center uses bleach and water to sanitize the food tables. Bleach bottles were clearly labeled.

The childcare room uses mats to nap. The mats are stored so they are touching one another but they are sanitized after every use.

The parent information is located on a bulletin board outside of the preschool rooms. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

There is an outdoor play area for the children at the church. The area is fenced in. There is climbing equipment with a slide. There is a tunnel in the area, two rocking toys, a balance beam and two benches. Rubber mulch is used for surface cushioning. Trees provide shade. The preschool also has the use of the church gym for large motor activity when they are unable to go outside.

Staff and children files were reviewed at the time of the licensing visit. I reviewed ten children files. They were in great condition.

I reviewed two staff files. They were in good condition.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

Staff members have fun and creative activities for the children to help teach them learn. Staff members provide clear and easy to understand directions to the children. Staff members are enthusiastic and provide the children with praise. Staff members provided great reminders for the children to wash their hands. They had conversations with the children about sharing. Staff members provide the children with choices and were actively engaged in activities with the children. Staff members used play to teach the children about colors and counting. Positive redirection was used when necessary. The children enjoyed their time at the center.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Henely states it is really cool to see how beloved the program is to families and the church community.

Ms. Henely states they serve amazing families and the staff members are outstanding.

Ms. Henely states as a mother of a child who attends the preschool program it is amazing to see the growth her child has had.

The program partners with the Cedar Falls school district to provide the voluntary statewide four-year-old preschool program. They offer a morning and afternoon class.

The program has a childcare component to their program. Children enrolled in the preschool classes can also receive childcare.

The classrooms are spacious and decorated with the children's art projects and pictures of their families. They are inviting and provide a safe learning environment. The rooms are also decorated for the current season and for Halloween.

The program has organized and easy to read staff and children files.

The program is a ministry of the church and it is Christian based.

The program offers parent-teacher conferences once each semester.

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

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.
There were no fire nor tornado drills documented for November 2023 through May 2024. Fire and tornado drills must occur each month and be documented Fire and tornado drills should be practiced on separate dates. Ms. Henely was not the director last year. In the childcare room the evacuation diagrams must be posted by all three exits out of the classroom. They were only posted by one. This was cited in last year's report also.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
I reviewed documentation of monthly playground inspections. There was no documentation found for the 2023-2024 school year. Playground inspections must occur each month and be documented. Ms. Henely was not the director last year.

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks.Menus planned one week in advance, made available to parents, and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.
The childcare room does not have any menus. They must have menus for breakfast, lunch, morning and afternoon snack. Menus should be maintained and available for review during licensing visits so I can assure CACFP guidelines are followed.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

*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.