

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

Name of Center: Woodbine Latchkey Program **Enrollment:** 48 **License ID No.** 14176
(Reapplications)

Street: 501 Weare Street **City:** Woodbine Iowa **Zip** 51579 **County:** Harrison

Mailing Address: 501 Weare Street, Woodbine, IA, 51579

Director's Name: Jill Ridder **Phone Number:** 712-647-2525

On-Site Supervisor(s): Dee Thoms **E-Mail:** jridder@woodbine.k12.ia.us

Date(s) of Visit: 09-24-2020

Licensing Visit X **Unannounced Visit** X **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 X **State** **Local** NA **Is Fire Inspection Approved?** X **Yes** **No** NA

Date Inspected: 11-30-2017

Comments :

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

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>
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LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			20	30	50
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	FULL license from 12-01-2019 to 12-01-2021
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Kathy DeGeorge-Evans

Date: 09-29-2020

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year licensing visit was made to Woodbine Latch Key on 9-24-2020, the center is located in the Woodbine Community School building. The program provides child care to preschool and school age children Monday through Friday 6:00 am to 6:00 pm. Full day child care is offered for in-service days, professional development days, holiday breaks and during the summer.

Jill Ridder is the new director of the center, she is the elementary school principal and special education director. Dee Thoms is the on-site supervisor.

There are forty eight children enrolled. I met with Jill and Dee on the day of my off year licensing visit.

The center closed on March 16, 2020 and reopened on August 24, 2020 due to the Covid 19 pandemic. Parents are asked to take their child/children's temperatures before bringing them to the center. It is recommended that staff and students wear masks.

Observation of rooms:

The center has Tiger Tots for preschool age children- there are two program rooms located across the hall from the latch key program for school age children.

The tiger tots and latch key rooms looked nice and had a fun variety of age and developmentally appropriate toys and equipment. The preschool age children are combined with the latch key program for a period of time in the morning and in the afternoon. There is a morning and afternoon preschool session.

The children in the tiger tots program were taking a nap.

Both rooms need a daily schedule and lesson plans/activities. Please make sure the lesson plans are detailed giving meaningful content.

The restrooms are located in the Tiger Tots room and in the hall way. The school age children were in school at the time of my off year licensing visit.

Nutrition:

The program provides the daily snack. Lunch is prepared by the school. During the summer the children bring a sack lunch. Please post the menus and make sure your meals comply with the CACFP food guidelines.

The center is applying for the federal food program for snacks.

Make sure you have thermometers in the refrigerator/freezers.

The microwave was dirty and needs cleaned. Please have staff clean the microwave after each use.

Health and safety:

Radon testing is needed. Please email me the radon test date and score as soon as possible. Radon testing is required every two years. (Test scores must be under a 4.0 pCi/L, if test results are higher your would need to contact the Iowa Department of Public Health for information on re testing, mitigation etc.)

An annual fuel burning inspection/boiler inspection is needed and make sure you have a carbon monoxide detector.

Make sure you are completing and documenting monthly fire and tornado drills.

If children are prescribed medication you must follow proper medication management procedures and complete the

medication log. I would recommend that staff take the medication management training.

First aid kits were properly stocked.

The center uses Sol-u-guard (Melalauca product) for sanitizing, staff reported this product was approved by the nurse consultant.

Staff couldn't locate their emergency plans and procedures. If you are unable to locate them you will need to develop them for your center - please refer to 109.10(15)a for information regarding the specific emergency plans that are required.

A staff persons purse was accessible to the children. Please make sure all staff purses and personal belongings are placed out of reach of the children.

Make sure you have a carbon monoxide detector.

Playground:

The school playground is used for the programs. You need to practice and document monthly playground inspections.

Transportation:

Some children ride the school bus.

Administrative records:

The center has all new staff this year. Staff are working on their Essentials training. Please review all staff files and make sure they meet all of the DHS requirements.

The director Jill Ridder meets with the on-site supervisor Dee Thoms each week and Dee has meeting with her staff on an ongoing basis. Please email me the director and on-site supervisor qualifications worksheets.

The center participates in the Quality Rating System (QRS) They were a level IV.

Make sure all children's files have all of the DHS requirements. The annual statement of health form for the school age children was emailed to Jill. Please have this form signed by the parents of the school age children and place it in the child files.

The staff and child file forms have been emailed to Jill. Make sure all child files have complete emergency contact information for the doctor and the dentist - name and phone number. Preschool age children must have a current annual physical and immunization on the Iowa form.

Make sure staff criminal record checks and national record checks (fingerprinting) are current.

Have each staff person complete the employee statement and place it in their file.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Jill Ridder and Dee Thoms are very excited about the center and have been working very hard to learn the DHS licensing rules.

The program is an excellent resource for the community.

The center participates in the Quality Rating System (QRS) and are a level IV.

New in 2019/2020

The center has a new director, on-site supervisor and all new staff.

The center receives grants for new equipment and toys.

The center is applying for the federal food program for the snacks.

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

109.6(2): Director or on-site supervisor on-site during the hours of operation or a minimum of eight hours of center's hours of operation.

Information on on-site supervisor's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination.

On-site supervisor meets qualifications or is "qualifiable" with a plan established to meet qualifications.

Please email me the director and on-site supervisor qualifications worksheets for Jill and Dee.

109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intruders within the center, intoxicated parents, and lost or abducted children. Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, earthquakes, or other disasters that could create structural damage to the center or pose health hazards. If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with functional or access needs.

Staff couldn't locate their emergency plans and procedures. If you are unable to locate them you will need to develop them

for your center - please refer to 109.10(15)a for information regarding the specific emergency plans that are required.

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. A staff persons purse was accessible to the children. Please make sure all staff purses and personal belongings are placed out of reach of the children.

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. Radon testing is needed. Please email me the radon test date and score as soon as possible. Radon testing is required every two years. (Test scores must be under a 4.0 pCi/L, if test results are higher your would need to contact the Iowa Department of Public Health for information on re testing, mitigation etc.)

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. An annual fuel burning inspection/boiler inspection is needed, and make sure you have a carbon monoxide detector. .

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. Both rooms need a daily schedule and lesson plans/activities. Please make sure the lesson plans are detailed giving meaningful content.

109.15(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed. Staff preparing food that have injuries on hands wear protective gloves. Staff serving food use clean serving utensils and have clean hands/wear protective gloves. Additional concerns: The microwave is dirty and needs cleaned. Please have staff clean it after each use.

Please send me an email by October 15, 2020 and let me know how the items listed above have been corrected. Please call me if you have questions.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 12-1-2019 to 12-1-2021.
Off year licensing visit 9-24-2020.

Administrative change - new director and on-site supervisor.

The last approved fire marshal inspection I have is dated 11-30-2017, fire marshal inspections are due every three years and is due in November 2020. If you have a more current fire marshal inspection please email a copy to me. You may want to contact your fire marshal in November to schedule your inspection for child care. The state fire marshal for Harrison County is Jake Allspach 641 525-2717.

I am making a referral to Child Care Resource and Referral for consultation and training on emergency preparedness planning - emergency policies and procedures and lesson plans/activities.

Please send me an email by October 15, 2020 and let me know how the items listed under the aspects of operation that fall below the standards reviewed have been corrected. Please call me if you have questions.

*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.