Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Burlington Head Start Preschool & Early Head Start

Provider No.: 21200

Address: 700 S Starr St , Burlington, IA, 52601

County: Des Moines

Director's Name: Matthew LeClere

On-Site Supervisor: Tuty Horne

Phone Number: 3197535692

E-Mail: matthew.leclere@caofseia.org

HHS Visit Date: 07/17/2026

Licensing Period: 11/01/2026 to 11/01/2028

Fire Inspection:

Date Inspected: 10/21/2025

Comments: due every 2 years, conducted by Burlington Fire Department

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 3

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		7:30 AM to 6:00 PM	
Tuesday		7:30 AM to 6:00 PM	
Wednesday		7:30 AM to 6:00 PM	
Thursday		7:30 AM to 6:00 PM	
Friday		7:30 AM to 6:00 PM	
Saturday			

Program Population Served:

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	20	12	128		160
Summer					0

1. Basic Overview

Burlington Head Start Preschool and Early Head Start is located in Corse Elementary School in a residential neighborhood in Burlington. The director of the program is Matthew LeClere, Ed.S. Director Head Start/Early Head Start Community Action of Southeast Iowa. Mr. LeClere has a BA in Elementary Education, a BS in Education Administration, with an endorsement in Special Needs. He worked for many years (18+) in the capacity of teacher and principal at a public school district. Director LeClere supervises several Head Start/Early Head Start programs in south east Iowa counties Des Moines, Henry and Lee. He is based out of central office in Burlington. He has been Director since 2019.

HEAD START is a preschool and child development program for children 3-5 years of age. Part day classes operate Monday-Thursday for 3 ½ – 4 hours per day. Transportation may be available. Full day classes operate Monday-Friday and hours of care are based on parent work, school or job training schedules. Transportation is not provided for the full day classroom as longer hours of care may be available from 6:00 a.m to 6:00 p.m.

EARLY HEAD START is a child care and child development program for infants and toddlers (birth to 3 years of age). Early Head Start provides prenatal education to pregnant mothers and their partners as a slot is reserved for the baby until they are delivered and able to start attending. This program is for parents who are working, in school, or in job training.

I arrived at the center on 7/17/26 for an unannounced licensing visit and all areas were observed at that time. I met with On Site Supervisor Horne the date of the visit. Ms. Horne has many years experience as a lead teacher with Early Head Start for Burlington, Keokuk and Ft. Madison programs. She has been employed with Early Head Start since 2004 and is present daily in EHS. Francis Junio will be sending an OSS request to be approved for HS in July. She is not yet approved in IPOWER but has held this position per Head Start for approximately one year.

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The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Program Nutrition Practices:

The center chooses to participate in the CACFP Program. Food preparation and storage procedures were consistent with NHSPS. The centers had thermometers in all refrigerators and freezers. The center offers all meals and snacks throughout the day. Each child was served a nutritionally balanced meal and snack as defined by CACFP guidelines. Food allergies were posted. All children with allergies (food or otherwise) had an allergy action plan in the room with the child so staff know how to respond to an allergic reaction. Staff should be able to easily reference the plan in the event of an emergency.

Program Health and Safety:

Medications are inaccessible to public and the center is able to provide documentation of medication given. Allergy Action Plans signed by a physician should be on file for each child with allergies. These plans are also posted in the child's classroom. Staff caring for the children with special health care needs or allergies should be trained on the plans. The program has historically followed recommendations from the IDPH for appropriate hand washing. All rooms contained first aid kits. Tornado and Fire Drills were documented once a month as required. Heat and air are inconsistent throughout the building making temperature control difficult at times.

Environmental regulations such as radon testing, carbon monoxide detectors, fuel burning appliances inspections and lead based paint were reviewed. If the building was constructed prior to 1978 a Visual Lead Based Paint assessment should be conducted. The building was initially constructed in 1912 but renovated in 2002. Any part of the building not renovated should have the assessment conducted where children are present. Lighting is provided by windows, cribs are compliant with 2012 regulations and ventilation was adequate during the visit. Radon testing is due every five years and should be conducted in winter months when the ground is frozen.

HHS requires that staff be assigned specific children so that staff may know the names and number of children assigned to their care. Daycare staff regularly indicate separating the children into groups made supervision more easily accomplished. This method also assists staff in ensuring ratio is being met and followed throughout the program hours. We discussed this during the visit. Even when groups are smaller staff should be signed specific children.

Ten employees at this site have over 10 years experience with HS/EHS.

Program Playground:

The center playground includes an open green/concrete space and several age appropriate toys. Head Start children are able to utilize age appropriate climbing equipment shared with Corse Preschool students when the area is not being utilized by the preschool children. Shade is provided by the building but more shade is needed in the courtyard area. EHS and HS also finished the courtyard this past year. Another outdoor play area was added with climbing equipment. It is fenced. The Child Care Weather Watch is utilized if outdoor play is questionable due to varying weather conditions.

Playground inspections were present showing they had been conducted monthly as required with the exception of June.

Program Field Trips and Transportation:

The center provides transportation to and from the program. Buses are inspected annually and contain first aid kits and emergency contacts for each child. Emergency medications should accompany children to and from field trips.

Program Administrative Records:

The following posting were available on the date of my visit: Mandatory Reporter, Handbook Availability, Consultant Contact, License, Emergency Procedures for fire and tornado, and no smoking signs.

Child and staff files are reviewed annually. All policies and procedures were reviewed.

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Age appropriate curriculum was posted. Lesson plans were appropriate which included: active and quiet times, large-group activities, small group activities and time to play alone or with others, indoor and outdoor play times, and time for children to select their own activities and teacher directed activities. A wide variety of toys, educational games, puzzles, and books were available to the children to utilize. They were all in good condition. The environment was clean and safe. Staff provided educational materials that were age appropriate.

Child files are reviewed annually. Child file information is obtained by the Family Development Specialists. Information reviewed are current physicals and immunizations, dental and medical information, emergency contacts, field trip authorizations and pick up authorizations. Family Development specialists are working with families to acquire updated child physicals. Information is kept in Child Plus. I met with FDS Jill Hulett the date of the visit.

Child incident reports are reviewed during the visit.

Staff files are reviewed annually. The program employs approximately 35 staff. Dixie Savage, Administrative Specialist housed in the main office in Burlington for Head Start/Early Head Start Program, Community Action of Southeast Iowa provided HHS with all staff data regarding trainings, physicals and criminal background checks on 7/20/26. It should be noted that Burlington administration has had an excellent history of record keeping for all licensed Head Start/Early Head Start programs. This is recognized and duly noted.

The center developed procedures for annual staff and volunteer training on emergency plans. Staff signed and dated the new Emergency Preparedness Plan for the building validating they have been trained on the plan. Staff signed and dated acknowledgement of training this August.

2. Identify Observed Strengths of the program

The program is meeting a need in the community.

Several employees at this site have many years of experience at Head Start/Early Head Start.

3. Identify the aspects that fall below the standard

1. 109.11(8)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. The FSW and OSS agreed to get an updated fuel burning appliances inspection.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

N/A

5. Special Notes/Recommendations

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to correct the items listed in Section IV. The director and OSS 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 encourages you to contact your local nurse consultant. 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. Nancy Granaman is your Child Care Nurse Consultant: http://idph.iowa.gov/hcci/consultants

IHHS encourages you to contact Child Care Resource and Referral. They offer centers assistance with meeting the HHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Tabitha Copeland is your Child Care Consultant: http://www.iowaccrr.org/who_we_are/region_5/

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CCR&R Supervisor Jodi Norton stated on 5/5/25, "I have been in the offices going over files/license books but not in any classrooms this year. There has been some admin turnover so we have been focusing on getting the files things in place. ."

Date: 07/20/2026

HHS Licensing Consultant: Jill Seibert

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.