



Health and
Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Harlan Head Start

Provider No.: 7314

Address: 701 10th St, Harlan, IA, 51537

County: Shelby

Director's Name: Danni Segebart

On-Site Supervisor:

Phone Number: 7127557537

E-Mail: dsegebart@westcca.org

HHS Visit Date: 03/17/2026

Licensing Period: 05/01/2026 to 05/01/2028

Fire Inspection:

Date Inspected: 11/15/2023

Comments: compliance 12-1-2023. Fire inspections are due every three years.

Report Visit Type:

- ☐ PTO
- ☒ Licensing Visit
- ☐ Drop In
- ☐ Administrative Change

License Type:

- ☒ Full
- ☐ Provisional

Quality initiative:

- ☐ Accrediation

Program Duration:

- ☐ Year-Round
- ☒ School Year
- ☐ Summer Only



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HOURS:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>
Sunday			
Monday		8:15 AM to 3:15 PM	
Tuesday		8:15 AM to 3:15 PM	
Wednesday		8:15 AM to 12:30 PM	
Thursday		8:15 AM to 3:15 PM	
Friday		8:15 AM to 3:15 PM	
Saturday			

Program Population Served:

- ☒ Infant(0-<24 Months)
- ☒ Toddler
- ☒ PreSchool
- ☐ School Age
- ☐ All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	8	8	18		34
Summer					0

1. Basic Overview

An unannounced licensing visit was made to Harlan Head Start on 3/17/26. Harlan Head Start/Early Head Start is located in the Early Childhood Development Center. The West Central Community Action administrative offices and Child Care Resource and Referral are also located in the same building. The building was built in 2004. Preschool age services are provided to children three- to five-years-old and Early Head Start room services are provided to children three months to three years old. Hours of operation are 8:15 AM to 3:15 PM Monday through Friday. Thirty-two children are enrolled in the program. The program has three program rooms which are a Head Start room for preschool age and two Early Head Start rooms. The preschool attends school during the school year but the Early Head Start attends year-round. They follow the school district's schedule. Danielle Segebart is the director and Jennifer Duff is the on-site supervisor. Tracy Reed, Education Support Coordinator, showed me around. Tracy is in charge of every teacher. She makes sure the teachers follow the cleaning checklist, completes drills, etc. She also observes classrooms a minimum of two times a month and normally more often.

Observation of rooms:

The Early Head Start Room 1 was not in compliance. Children six weeks to two years old (24 months) are to be free from intrusion from children over two years old. The Early Head Start Room 1 had children from three months to two years old (over 24 months). This was discussed with Danni and she said she would remedy the situation. There were seven children and two staff. The Early Head Start Room 2 is for children two to three years old. There were seven children and two staff. The preschool room is for three- to five-year-old children. There were 12 kids and three staff. The rooms look great and have a fun variety of age and developmentally appropriate toys and equipment. All of the rooms had the necessary postings. The daily sheets for infants to two-year-olds looked good. They use Learning Genie for daily sheets. The children were having fun playing in the activity centers. The staff were positive and attentive to the needs of the children. The center uses



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Creative Curriculum and the rooms have lesson plans/activities. The lesson plans are individualized for each child. The teachers in each room make the lesson plans. The center has a play room that opened in 2022. One half of the room is for the Head Start preschool program and the other half of the room is for the Early Head Start rooms. I observed the younger age group playing in the play room. There were riding toys and little climbing stations. The children appeared to be having fun. The center uses the Child Plus App.

Nutrition:

The center participates in the federal food program. Breakfast, lunch, and snack are catered from Treat America/Company Kitchen. Monthly menus are posted. Thermometers are in the refrigerators and freezers. There is one staff member that manages the kitchen and meals.

Health and safety:

Monthly fire and tornado drills are practiced and documented. Radon tests were completed in July 2025 and the test scores were in the acceptable range. The center has all electrical appliances so does not require an annual fuel burning inspection. The center follows medication management procedures if a child is on medication. Sheets are washed weekly. Toys are sanitized daily. All emergency diagrams and emergency phone numbers are posted in every room. All of the rooms have first aid kits and another kit that goes with them every time they leave the programming room.

Playground:

Daily and monthly playground safety checks were completed. The playground is fenced and had new turf padded surfacing installed in 2021. The playground is not currently in use due to the weather. Foundation and concrete work were recently completed so the playground is available for children to plan on. The plan is to remove one structure because it is for older children. The children know they cannot be on it.

Transportation:

The center doesn't provide transportation services. Some children receive bus transportation services.

Administrative records:

Six children's files were read and all were in excellent order. Two staff files were reviewed at the Head Start administrative office on a prior date and were in excellent order. The center displays all required postings.

2. Identify Observed Strengths of the program

The staff had excellent interactions with the children. They were attentive to the needs of the children and involved in programming. Fun, hands-on learning experiences are provided for the children on a daily basis. Staff have excellent long-term employment. Tracy has a really good relationship with staff. Each teacher has a goal. Leadership talks twice a month regarding data review which is done every three months. Learning Genie is for more parent involvement and is another way to communicate with parents.

3. Identify the aspects that fall below the standard

109.12(4)a: A safe and properly equipped area is provided for infants that does not allow for intrusion by children over two years of age. Children over age two who remain in the infant area are placed at the recommendation of a physician or AEA due to a significant developmental delay. Children are placed for a limited time with HHS approval if doing so does not pose a threat to the infants. Children over two years old (24 months) were in a room with infant children between three months and two years old. Children under two years old are to be free from intrusion from children two years old and older.

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

5. Special Notes/Recommendations

A full license is recommended from 5/1/24 to 5/1/26.



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Targeted Assessment Behavior Management

I discussed with Tracy their oversight of behavior management related to helping childcare staff: 1. Understand expectations, 2. Managing frustrations, 3. Monitor performance. Tracy said staff take Positive Guidance Training annually. They touch base with staff at monthly staff meetings. They maintain good communication with their staff so staff can communicate if they are feeling frustrated.

Date: 03/20/2026

HHS Licensing Consultant: Tausha Bottorff

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>**.