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

Name of Center: Elma Early Childhood Center **Enrollment:** 49 **License ID No. (Reapplications)** 19089

Street: 319 Oak ST **City:** Elma Iowa **Zip** 50628 **County:** Howard

Mailing Address: PO Box 63, Elma, IA, 50628

Director's Name: Amy Swagel **Phone Number:** 641-393-2028

On-Site Supervisor(s): Jill Kilbourn **E-Mail:** elmaearlychildhood@gmail.com

Date(s) of Visit:

Licensing Visit **Unannounced Visit** **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: 07-24-2023

Comments : The new infant room was inspected on 03/03/23

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

Get-Well Evening Care 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	17	10	15	19	61
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 09-01-2022 to 09-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 02-08-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 08/07/23 I made an unannounced off year licensing visit to Elma Early Childhood Center. I met with Samantha Burke, the director. Ms. Burke is at the center during the summer, but off site during the school year. She is a preschool teacher at Riceville School and has a BS in elementary education. She has several years of experience as a teacher and in childcare. Jill Kilbourn is the on-site supervisor. The center employs nine employees.

The Elma Early Childhood Center opened on 06/05/08 and began operation at its current location on 08/19/08. The program operates year-round Monday through Friday 5:00 am until 6:00 pm. It serves infants through school-age children. They also have a summer only program and allow drop-ins when staff ratios allow. The three-year-old preschool class will be on Monday, Wednesday and Friday from 8:30-11:00 am. There are currently 49 children enrolled.

The program operates out of three rooms. An infant room (birth until they turn two) a larger room is used for children who are two years old and older and there is a three-year-old preschool room that will be used during the school year. You must request an Exception to Policy through Des Moines to allow for two and three-year-old children to be cared for in the same room as children four and older.

An inspection of each room was completed. Windows provide natural lighting for the room for the older children, but artificial lighting is used in the three-year-old preschool room. The room for the older children is decorated with the children's art projects and their birthdays. The preschool room is decorated with posters to assist the children with the learning process, such as the alphabet, colors and numbers.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, listening, science, sensory table 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. You must secure the electrical cords for the Echo device and the light table so that children do not have access to them.

Cots are used to nap for the older children.

The Creative Curriculum and a variety of other resources are used to create lesson plans. Activities are planned around weekly themes. A lesson plan was available for review in the large room and infant room. Preschool had not started yet during my visit.

There was a phone with emergency numbers in between the preschool room and the room for the older children. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits. A daily schedule was posted in each room.

The program participates in the Child and Adult Care Food Program (CACFP). The center provides the children with

breakfast, lunch and an afternoon snack. Lunch is prepared by the local nursing home (Colonial Manor) all year around and it is delivered to the center. Lunch menus are provided to the center. They use a five-week rotation of menus. Parents do pay a fee for lunch. The staff members prepare the plates for the children. Breakfast and snacks are prepared by the center staff members. Menus were available. Children eat in the classrooms. Dishes are washed in each room using the three-step method.

The center provides one brand of formula or parents can bring their own if they want to use a different brand. Parents provide the baby food and cereal. The center provides snacks. Bottles are washed in the infant room using the three-step method.

There is a kitchenette in the room for the older children. Not all food items were stored according to the NHSPS guidelines. There were boxes of open crackers that were not stored in sealed containers. Once a food item is opened it must be stored in a sealed plastic, metal or glass container and be dated. There is a refrigerator in the kitchenette area and thermometers were present. There is a refrigerator in the infant room, and you must add a thermometer to the refrigerated part and the freezer.

The center uses bleach and water to sanitize the food tables and disinfect the changing tables. I observed or discussed diaper changing procedures with staff members. In the area for the older children there was a child climbing up the stairs of the changing table while another child was being changed. This can never occur because it is unsanitary and not safe. Additionally, the staff member left the gloves on through the entire process. Gloves are considered soiled and must be removed prior to putting on the new diaper and dressing the child. The staff member did not wash the child's hands or her hands. They must both be washed following every diaper change. The staff member was not going to clean and disinfect the changing table between diaper changes. This must always occur. When I pointed this out to the staff member, she did not clean the table with soap and water prior to the disinfectant. This must always occur. The staff member did make corrections after the proper procedure was pointed out to her. In the infant room the staff member left the gloves on through the entire process. As mentioned previously they must be removed prior to the new diaper being put on. Also in the infant room, all children must have their hands washed following the diaper change.

The center has two bathrooms in the larger room with one toilet in each room and a sink outside of the bathrooms. There is a changing table in one of the bathrooms. Handwashing and diaper changing procedures were posted. There is a bathroom in the infant room with a toilet and sink and procedures were posted. There is a handwashing sink and food prep sink inside the infant room. Handwashing procedures were posted. There is a diaper changing table in the infant room and procedures were posted. There are two sinks inside the preschool room and procedures were posted. There is a diaper changing table in the preschool room. If you use this room, procedures must be posted. There are additional bathrooms outside of the preschool room.

I reviewed documentation of monthly fire and tornado drills. Fire and tornado drills should be practiced on separate dates and at different times throughout the day. This was cited in last year's report also. I reviewed documentation of monthly playground inspections. Due to the renovations to the center, the playground area is no longer present. There is a plan to rebuild the playground. The center is using two city park playground areas that are bordering the center. The areas are inspected before use.

A radon test was last completed in April 2021 and is only good for two years. Results were within EPA guidelines at that time. You must complete a radon test now and you must do radon testing in each program room. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is in the kitchenette area in the room for the older children. Outlets were protected. The fire marshal inspection for the new infant room occurred on 03/03/23 and the inspection of the center occurred on 07/24/23.

The program is using ProCare for their daily sheets.

The parent information is located on a bulletin board inside the front entrance of the center. 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.

Staff members were observed to have good interaction with the children. In the larger room they were moving around the room to supervise and interact with the children. They were patient and used positive redirection when necessary. They introduced activities and maintained positive conversation. They then took the children to the park. In the infant room staff members were observed to be nurturing and attentive. They were rocking children and singing to the children. The children appeared to enjoy themselves.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Burke states they have good staff longevity, other than the director role.

Ms. Burke states they now have more space and are able to serve more families in the community of they have enough staff members.

Ms. Burke states their families are happy with the care their children receive. They receive a lot of compliments.

Ms. Burke states they have updated their floors and painted all the rooms.

Ms. Burke states the staff members care about the children.

Ms. Burke states the staff members are willing to step up and cover shifts or fill in where they are needed. They work well together.

The center is a bus stop for Riceville School and Howard-Winn School.

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

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
Number not in compliance: 3

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
Number not in compliance for dental: 3

V. SPECIAL NOTES/RECOMMENDATIONS:

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

An administrative change is being made to name Jill Kilbourn as the new on-site supervisor. Amy Buttolph has left the program and to increase the capacity since they have a new infant room. The capacity is now 61 children.

The center completed Back to Sleep, Tummy to Play training on 08/22/23. The training was provided by Heidi Walker, the childcare nurse consultant. Phyllis Koester, the CCR&R childcare consultant was also present for the training. Three staff members missed the training. One of the three is leaving employment. The other two staff members will have to take the training at another time. It is being provided in October in New Hampton. The training was mandated after a complaint that had safe sleep violations on more than one occasion. Special thanks to Ms. Walker and Ms. Koester from CCR&R for arranging, providing and supporting this center.

In February 2024 an administrative change is being made to name Amy Swagel as the new director. She started on 01/29/24. She had a registered home daycare for nine years and was a paraeducator for elementary children for seven years. She has an AA in an unrelated field.

*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.