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

Name of Center: Stevie's Busy Bees **Enrollment:** 35 **License ID No. (Reapplications)** 52114

Street: 4502 Avenue O STE 18 **City:** Fort Madison Iowa **Zip** 52627 **County:** Lee

Mailing Address: 4502 AVE O STE 18, Fort Madison, IA, 52627

Director's Name: Stevie Bethurem **Phone Number:** 319-250-9108

On-Site Supervisor(s): Nicole Rife **E-Mail:** steviesbusybees@gmail.com

Date(s) of Visit:

Licensing Visit **Unannounced Visit** **Off Year Visit** X **Administrative Change**

LICENSING VISITS

X **New Application** **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 03-01-2023

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

Date Inspected: 03-24-2023

Comments : due annually and performed by Fort Madison Fire Department Joey Herren

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X Profit 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 X Evening Care X 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	16	12	13	22	63
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2023 to 05-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 07-20-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Stevie's Busy Bees is a full day childcare center that opened in March 2023. The center is located in several classrooms in the Lohi Mall building on a busy thorough fare in Ft. Madison. Stevie Bethurem is the owner of this center. The center serves children ages infancy through school age children Monday through Saturday. Director Stevie Bethurem formerly provided in home childcare. A site visit conducted on 3/21/2023 determined the program criteria and was given permission to open with a total capacity of 30 without a license on 3/27/2023.

Unannounced licensing visits were completed on 5/15/23 and 7/14/23. All program areas were observed on both visits. Capacity was later increased to 63. The OSS was also present during the visits. We discussed program violations and strengths on both visits. On the second visit we observed program space that is attached that will be developed into a school age area.

Center Nutrition:

The center has a small kitchen area. The center does not currently participate in the CACFP program. However, the OSS is taking classes and has a mentor for the program she is working with to learn program rule. Menus were available on both visits and did not meet requirements on either visit. Administration is working on changing menus to ensure all foods meet CACFP guidelines. When foods are substituted, this should be reflected on the posted menus. Food storage met safe food storage guidelines. No expired food items were expired or stored on the floor. Each refrigeration and freezer unit contained thermometers. All opened food items or liquids were stored in sealed bags or containers. Any food allergies are posted and diet modification forms and allergy action plans are present.

Center Health and Safety:

Primary care groups are implemented in each classroom. Ratio was met and maintained throughout the visits. However, staff did not know how many children they were supervising the first visit. The second visit all staff knew how many children they were supervising. Director Bethurem and OSS Neff reported the center was maintaining ratio. After the HHS visit it was reported that on several occasions' ratio has not been maintained. However, for the past month ratio has been corrected and a plan in place so that ratio is always met in the future.

Rule states, "At least one staff shall be present in every room. At least one staff is present in every room where children are resting. If ratio reduced to one staff per room during nap time, does not exceed one hour and ratio in center is still maintained. Ratio in infant rooms is always maintained. Two adults are present more than 8 children are on the premises. Children between 18 months and 3 years of age may be combined, if appropriate to the developmental needs of the child. If a child under 2 years is combined, the staff ratio of 1 to 7 shall be maintained, otherwise staff ratio may be determined by the age of majority of the children in the group."

First aid kits contain items to provide basic first aid. Medication is stored out of the reach of children. Emergency medication should not be locked.

Radon testing was conducted in February 2023 and results were under 4 pci/L. Testing should be conducted in the winter months when the ground is frozen within 5 years. The center is compliant with UL approved plug in carbon monoxide detectors on opposite ends of the building. Any fuel burning appliances in the center require an annual inspection. The center does not currently contain fuel burning appliances. The heater is electric. CCR&R, HHS and IDPH have made suggestions regarding room arrangement to best meet the ages of the children.

The painted floors are chipping in several rooms. Staff have covered these areas with rugs and mats. New vinyl flooring has been laid in one infant room. Other rooms will have new flooring installed in coming weeks.

The center has a small kitchen area separate from the classrooms. The center kitchen must have a separation between the children and the kitchen area. This was still not present during my July visit. Children should not have access to the kitchen area.

Emergency medication as well as regular medication had pharmacy labels were intact. Storage and documentation for such met rule.

Tornado and fire drills are conducted and documented monthly per my observation.

Each restroom has ventilation. Capacity for restrooms 1:15, classroom space (35 square feet of useable floor space per child) and outdoor play are (75 square feet of useable floor space) are met. Capacity and ratio signs should be posted in each room.

Sanitation, illness and other health and safety issues can be staffed with CCNC Amy Hayes.

Safe Sleep was cited in the past but has been corrected. Safe Sleep violations were not observed on visits made to the center in May and July. On 7/19/23 the Director agreed to remove all blankets from the infant room.

Center Outdoor Play Area:

The center has an outdoor play area in the back of the building. The outdoor play has two sections separated by a chain link fence. An additional space is present on the landing above the preschool age play area housing a garden area. Fifteen children can be in this space simultaneously. The infant landing area can hold four infants. The infant sand area has capacity for 8 infants. The preschool age sand area has capacity for 13 children. Gaps on the fence between 3.5-9 inches could pose as entrapment hazards. Caps on the fence should be cut less than two thread bolts or covered so they are not puncture hazards. The center utilizes the Child Care Weather Watch to determine if outdoor play is appropriate in questionable weather conditions. Both areas have sand surfacing. The area for younger children has a shade cover. Both sections are immediately behind the center and can be accessed through the back doors of the center. A ramp has been installed behind the building for easy exit and to accommodate fire code. Both areas contain noncommercial childcare equipment which have been removed.

Areas are separated by fencing so that older children and younger children are not mixed. A piece of climbing equipment was removed that could not be anchored down. Several pieces of playground equipment are available including a caterpillar, a small picnic table, etc.. The Child Care Weather Watch is consulted when weather conditions are questionable for outdoor play. The area is surfaced with sand.

The outdoor play inspections are conducted and documented monthly. A first aid kit and emergency contacts/medication are taken outdoors with the children.

Center Field Trips/Transportation:

Field trips have not yet been taken since the center recently opened. Center administration is aware of rule which states, "Two adults are present when more than 8 children are being transported in one vehicle. One staff for school transportation; only in center-owned vehicle with parent authorization. One additional staff when the center contracts for transportation for seven or more children for non-school related purposes. One additional staff when five or more children are involved in a center-sponsored activity away from the center.

The center has been transporting children. The following rules apply to transportation: All children transported in motor vehicle subject to registration, except a bus, shall be individually secured by a safety belt, seat, or harness. Children under age 6 shall be secured in child restraint system. Child under 1 and weighing less than 20 lbs. shall be secured during transit in rear facing child restraint system. Children under 12 shall not be located in front seat. Drivers shall possess a valid driver’s license and shall not operate while under the influence. Vehicles that are owned or leased by the center shall receive regular maintenance and inspection according to manufacturer-recommended guidelines for vehicle and tire maintenance and inspection. Field trip emergency numbers: Phone numbers for each child shall be taken by staff when

transporting to and from school, and on field trips and non-center-sponsored activities away from the premises.

Walking field trips may be taken around the program (behind the building etc...), and would not be considered an actual field trip for ratio purposes.

Center Administration:

All rooms in the center are utilizing curriculum. CCR&R Consultant Malia Love has been providing consultation on this matter to the center.

Child files are reviewed annually. A tracking system to keep child file information including physicals, immunization and annual updates including emergency contacts, medical and dental information, pick up and field trip authorizations is present. Allergy Action plans have been sent home with parents of every child that had allergies marked on physicals.

Staff files are reviewed annually. Director Bethurem tracks staff files and performs SING checks (every 2 years) and sends off fingerprints (every 4 years). Prior to staff starting on the floor fingerprints should be obtained and sent off. During the interim period staff are able to get training hours and perform other duties in the center. Staff are up to date on professional development hours, CPR/1st Aid training, Mandatory Reporter training, physicals and Universal Precautions training.

All staff in ratio: At least sixteen years of age. If less than eighteen, may not be sole provider on the premises. All staff in ratio involved with children in programming activities. At least one person on duty in the center, or on field trips is over eighteen. Staff person under the age of 18 shall not provide transportation to children in care. Staff persons under age 18 who are not under supervision of adult shall only provide care to school aged children.

All staff now take a new staff orientation. Extra trainings are taken when possible. The Director has an open door policy encouraging staff to approach them with potential issues so they can be immediately addressed. Clear leadership roles have been assigned and staff should be aware of the chain of command. The Director is present on a daily basis and takes an active role in the center as does the on site supervisor. OSS Rife is present when the Director is not. Rooms should implement safe supervision practices to ensure careful supervision of each child is achieved at all times.

Administration is aware of volunteer requirements.

All required postings are present such as No Smoking signage, DHS Licensing Consultant contact information, the Center License, and Mandatory Reporter posting.

Administration trains each staff on the center Emergency Preparedness Plan annually. Staff sign and date acknowledgement of such.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

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

109.6(5)a: All volunteers shall be at least 16 years of age and shall: Have signed statements indicating no conviction of any law in any state or record of founded child or dependent adult abuse.Signed statements indicating no communicable disease or other health concerns that poses a threat to children.

109.10(10): Recording incidents: Parents shall be notified on the day of the incident involving a child that includes:Minor injuries.Minor changes in health status.Minor behavioral concerns.Incidents resulting in injury to a child.Shall be verbally notified immediately when there is:A serious injury to a child.An incident resulting in significant change in health status.An incident includes child being involved in inappropriate, sexually acting out behavior.A WRITTEN report, fully documenting every incident, shall be provided to the parent or authorized person. This should be completed by staff that witnessed the incident and retained in child file.Serious injuries and deaths must be reported to the Department within 24 hours.

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.

109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans.

109.10(16)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.

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.

109.12(5)e: The provider shall follow safe sleep practices recommended by AAP for infants under one year of age:Infants shall always be placed on their back for sleep.Infants shall be placed on a firm mattress with a tight fitted sheet that meets Consumer Product Safety Commission federal standards.Infants shall not be allowed to sleep on a bed, sofa, air mattress or other soft surface. No child will be allowed to sleep in any items not designed for sleeping but not limited to, an infant seat, car seat, swing, bouncy seat.No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, or loose bedding shall be allowed in the sleeping area with the infant.No co-sleeping shall be allowed.Sleeping infants shall be actively observed by sight and sound.If an alternate sleeping position is needed, a signed physician or physician assistant authorization with statement of medical reason is required.

109.15(1): Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines.Staff shall provide supervision at table during snacks and meals.Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep.

109.9(2)g: Any child with allergies, a written emergency plan. Copy shall accompany child if they leave the premises.

V. SPECIAL NOTES/RECOMMENDATIONS:

***This is an administrative change noting Saturdays have been added to care hours. A technical referral was made to CCR&R on 7/20/23 to assist with correction of deficiencies.

The center has visits set up with IDPH and CCR&R and has been proactive in working with both resources. Comm 204 has been given to OSS Neff and Director Bethurem ten times. CCR&R provided them w a policy guide and two sample handbooks. CCR&R has visited the center three times and CCNC Hayes three times. DHS has visited three times as well assisting the center with gaining full licensure.

*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.