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

**Name of Center:** Keokuk Christian Preschool **Enrollment:** 17 **License ID No. (Reapplications)** 20956

**Street:** 1578 Hilton Rd **City:** Keokuk Iowa **Zip** 52632 **County:** Lee

**Mailing Address:** 1578 Hilton Rd, Keokuk, IA, 52632

**Director's Name:** Karen Swinderman **Phone Number:** 319-524-5752

**On-Site Supervisor(s):** **E-Mail:** swindswife@hotmail.com

**Date(s) of Visit:** 05-09-2024

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

**LICENSING VISITS**

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

**Signed Application (470-0722) Received** X **Yes** **No** **NA** **Date Signed:** 05-30-2024

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

**Date Inspected:** 08-11-2023

**Comments :** due annually, conducted by Keokuk Fire Department Ed Love

**LICENSE TYPE:** **Child Care** X **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:** Infants (0-23 mo.) 2 Years X Preschool-Age School-Age

Get-Well Evening Care X Special Needs

**SCHEDULE:** Year-round X School-Year Summer Only

| **HOURS:** | *Year-round* | *School-Year* | *Summer Only* |
|---|---|---|---|

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Age | Capacity |
|---|---|---|---|---|---|
| General | | | 27 | | 27 |
| Summer | | | | | 0 |

**QRS Rating:** N/A

| RECOMMENDATION FOR LICENSE: | |
|---|---|
| X | **FULL** license from 11-01-2024 to 11-01-2026 |
| | **PROVISIONAL** license from |
| | **DENIAL** of initial application |
| | **SUSPENSION** of license |
| | **REVOCATION** of license |

**Licensing Consultant:** Jill Seibert **Date:** 05-30-2024

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

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

Keokuk Christian Preschool is located in two classrooms of the educational wing at New Testament Christian Church in a residential area of Keokuk. The remainder of the educational wing is devoted to classrooms used by Keokuk Christian Academy. The preschool is owned and operated by New Testament Christian Church. When entering the building the sanctuary is to the left and administrative offices to the right. To reach the preschool you must pass through this area and reach the hallway, where all classrooms are contained. The preschool offers two separate classes, one for three year old children and one for four and five year old children.

The preschool director is Karen Swinderman (2023). Ms. Swinderman has experience as a preschool aide at the site since 2017. She has more training and education points than required and holds ECKERS certification. She has taken several college classes. On 5/9/24, HHS made an unannounced licensing visit to Keokuk Christian Preschool and met with school personnel, Director Swinderman and classroom staff Hannah Miller. Ms. Miller started this position in August 2023. Both staff are present daily. The program has no subs or volunteers.

The preschool has been licensed since at least 1992. Keokuk Christian Preschool is the pre-k portion of Keokuk Christian Academy. It operates under the authority of the Keokuk Christian Academy school board. Staff includes a director and aide as well as availability of office staff
o 4/5 year old students attend classes on Mondays, Wednesdays and Fridays from 8:30am - 11am
o 3/4 year old students attend classes on Tuesdays and Thursdays from 8:30am - 10:30am
o The program of Keokuk Christian Preschool is designed to provide children with opportunities to establish and extend friendship, to experience group activities, to learn to share, to listen to stories, and to participate in learning center activities.

Keokuk Christian Preschool includes a program of religious instruction. Licensing capacity is 27 children for both rooms.

The curriculum of Keokuk Christian Academy is designed to accomplish the following:
§ Teach biblical principles
§ Teach letter, number, color and shape recognition
§ Develop social skills and the concept of sharing through organized playtime
§ Help develop listening skills and attention span through lesson and activity time
§ Encourage creativity through the use of art and music
§ Provide field trip experiences to learn about the community and community helpers

A balance of active and quiet activities; individual and group activities; indoor and outdoor activities; and staff initiated and child initiated activities will be used to produce a well-rounded experience. A yearly curriculum overview is available upon request in the school office. Monthly activities, field trips and study units are posted on the calendar provided each month. Students will be provided an opportunity for outside play when weather permits. When weather prohibits outdoor play students will be allowed access to the gym for more physical play.

Program Observations:

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.

The classrooms are connected by an open doorway. Classrooms are across the hall from the main school office. They are clean, bright, attractive and equipped with a satisfactory variety of toys, games, and activities for the children. Most of the early childhood educational program is provided in one of the classrooms. The classrooms are self-contained with phone, direct exits to the outdoors, and restrooms. The curriculum is developed by the teachers and is theme based with a Christian values emphasis. The curriculum is described by the teachers as 60% teacher directed and 40% child selected. The classrooms contain interest centers including: blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, art, music and movement, science and discovery, and sensory tables. There is a quiet spot that is boxed in. There is a play house in the dramatic play area. Only one child is allowed in the box and house at a time.

Themes used throughout the year include: All About Me, Senses, Safety, Apples & Pumpkins, Fall, Thanksgiving, Numbers & Counting, Christmas, Wonderful Winter, Colors & Shapes, Groundhog Day, Valentines, Taking Care of Your Teeth, Nutrition, Health & Hygiene, Dinosaurs, Bears, Gardens, Easter, Insects, Butterflies, Frogs, Weather & Seasons, All Kinds of Animals.

On all visits to the preschool I've observed the rooms to be neat and orderly. The teacher has a desk area in one corner of the room. The space in the room is well utilized and not cluttered. The room contains storage cabinets and totes above these cabinets. On past visits I have observed children and staff in a variety of activities. Children and staff were engaged in hands on learning table activities the day of the visit.

Preschool Nutrition Practices Observed:

Parents provide snacks for the preschool on a rotating basis. Snack records have been reviewed so that minimum nutritional requirements are met to meet new CACFP requirements. The preschool has adequate capacity for snack storage and preparation.

Students are in attendance less than four hours. No meals are served during preschool. Healthy snacks are provided by students on a rotating schedule. A list of snacks is kept on file in the preschool room. The preschool does not participate in CACFP. The snack menu is posted. The facility is peanut free. Food allergies are posted.

Snack time has been observed on past visits. The child that brings snack for the day is the helper in serving snack each day of the week.

Food is stored in cabinets in a sealed plastic container. No food is stored on the floor and no expired food items were observed. Cold food storage is kept in a refrigerator in the common area. Other school staff utilize the unit as well. Recommended freezing temperatures are zero degrees or less. The refrigerator and freezer should both have thermometers. Cooling temperatures are to be 40 degrees or less.

Food waste containers in the room were covered.

Preschool Health and Safety:

Administration of prescription and non-prescription medication in accordance with licensing regulations were reviewed. Medication is kept in the office. Emergency medication is stored in the classroom so that it is easily accessible to staff. Physician directions, and parental consent must be present if medications are given. They are stored in original containers with physician/pharmacist directions and label intact. Medication is stored inaccessible to children and public. Nonprescription medications are labeled with child’s name. Notation of administration of medication for every day authorization is in effect and child is in attendance, including medication, date, time, dosage and initials of person administering. If medication not given, a reason is cited. On-going, long-term medications have an authorization for a period not to exceed the duration of the prescription.

The program will send home an allergy action plan with parents for one child with allergies. A physician should sign the plan so staff will know how to respond in the event of an allergic reaction.

Storage and maintenance of a first aid kit were in compliance. A first aid kit is kept above the counter in high cabinetry the children cannot access. The cabinet is labeled. It is taken outdoors and on field trips. The Director has the checklist for the kit. The ill/injured area is the office.

Environmental testing and the maintenance of any necessary detection equipment (the church building is all electric) were reviewed. The building was constructed in 1983, therefor lead based paint assessment is not required. Radon testing has been conducted in the past 5 years (August 2021) with a rate below 4 pciL. An annual fuel burning appliances inspection is

not required as the preschool is all electric per staff report. The school is on city water therefor a water analysis is not required. A plug in carbon monoxide detector was present in the main room. It is UL approved and has a battery back up.

Compliance with regulations regarding general regulations regarding safety policies and procedures were in place. The preschool has no plants. A fish tank is present and is well kept. Storage is available in closets, cabinetry and cupboards. Storage is adequate in this preschool.

The outlets in both preschool rooms are child safe. There is one window in each room and adequate overhead fluorescent lighting. The rooms are cooled by window air conditioners and heated by electric baseboard heaters. Air quality and ventilation are adequate on each visit.

Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:
a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
(2) A communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children.
b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B
(2) Complete Form 470-0643, Request for Child Abuse Information.
(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitute's responsibilities as a mandatory reporter.

Tornado and fire drills have been completed for the past year on a monthly basis with the exception of April. Regulations regarding sanitation policies and procedures were met the day of the visit.

The preschool utilizes an IDPH approved sanitizer and a bleach and water solution to clean surfaces and toys. Toys are cleaned daily. This is best practice and is duly noted. The church janitor changes the trash, cleans bathrooms and vacuums. The area appears to be clean. No bedding is used in the facility as the children are only in the program for two hours or two and a half hours daily. Naps are not taken.

Compliance with regulations regarding staff and child hand washing are followed. The preschool is aware of the following rules:
Staff demonstrate personal hygiene sufficient to prevent or minimize transmission of illness/disease.
Staff wash their hands upon arrival at center.
Staff wash their hands immediately before eating or food service activity.
Staff wash their hands after help with toileting.
Staff wash their hands before leaving the restroom with a child or by themselves.
Staff wash their hands before and after administering non-emergency first-aid, unless gloves are worn.
Staff wash their hands after handling animals and cleaning cages.
Staff assist children in personal hygiene sufficient to prevent or minimize transmission of illness/disease. Both teachers are wearing masks. Plastic dividers separate children when sitting at their desks.

A separate cloth for washing and rinsing is used for children with disabilities. Children wash their hands immediately before eating or food service activity. Children's hands are washed after using the restroom. Children wash their hands after handling animals.

Preschool Playground:

The preschool utilizes a newly developed outdoor play area located adjacent to the main classroom for outdoor activities. The area is fenced and surrounding buildings provide some shade. The area features a large, anchored, metal/plastic climbing and activity structure with rubber matting surfacing. There is also an area of grass and a concrete runway for tricycle and big wheel riding. Two sensory tables are available, one with sand and one with water on the initial visit. The tables are changed out once a month. They were covered on the visit. A merry go round for 4 children and a work bench/ tool center is also available. Other toys (chalk, bicycles, helmets, trucks, blocks) are stored in a small storage shed outdoors.

Outdoor play is a routine component of the preschool program. The school gymnasium is available when weather does not accommodate outdoor play. Electrical outlets in this area are not child safe and must be covered when used by the preschool children. This will be an ongoing issue staff will have to monitor when the gym is in use. The Child Care Weather Watch is utilized on days when weather conditions are questionable for outdoor play.

Screws on the fence and gates were cut per DHS recommendation. No more than two thread bolts should be exposed. The grass should be trimmed on a regular basis. The perimeter of the bottom of the fence is tight in the outdoor play area. This was secured 2 years ago so it is not a potential entrapment hazard. Any gaps around the gate if between 3.5-9 inches should be corrected for the same reason. A first aid kit and emergency contacts should be taken outdoors. We discussed that a mold/mildew type substance is starting to grow on the climbing equipment and should be cleaned.

Playground inspections were also up to date and complete per my observation with the exception of the month of April.

Preschool Transportation Arrangements/Field Trips:

The preschool uses a church owned van operated by staff members for field trip transportation. Parents must complete and submit a copy of the travel and activity authorization form in order for the child to participate in these field trips and non-center activities. If transported in one vehicle, at least two adult staff shall be present. At least one additional staff over the required staff ratio shall be provided for any activity conducted away from the licensed facility. This additional staff member may be a parent or other adult volunteer. All children transported in a center vehicle, other than a bus, will be individually secured by a safety belt. No child under the age of twelve shall be seated in the front seating section of a vehicle. Vehicles transporting students will be driven by staff members on any upcoming trips.

The church has a 12 passenger van and a 13 passenger van. Staff drive the vans. Both vans have been inspected on other visits. They contain first aid kits and seat belts are operable. Staff report they take a First Aid Kit from the classroom in the van on each trip along with emergency contacts, cell phones and snack. Vans should be serviced annually and documentation kept onsite. The vans were not utilized last year by the preschool.

The preschool typically takes field trips monthly. Once field trips resume the van must have an updated inspection. The program visits Hy Vee, the fire station, and a local dairy farm, the pumpkin patch and another farm.

Preschool Administrative Records:

The preschool recently purchased Creative Curriculum. They are beginning to utilize it and already use Abeka. Routines are neat and orderly. Child misbehavior is addressed by positive reinforcement of appropriate behavior and positive guidance. The preschool is in compliance with regulations regarding required notices and postings and required written policies provided by parents in the form of a parent handbook. Staff and child files are complete and organized.

Emergency evacuation signs are posted. Emergency evacuation postings are near each doorway in the program. There are 5 doors in the program and all doors have the required posting.

One phone is located in each room. The phone in the main room is not operational.

All mandatory postings are present. The center license is inside the preschool room by the back door. A No Smoking sign is on the main entry door to the main school/church building. Emergency numbers including 911, Poison Control and the center name, address and phone number are posted by the phones. Emergency evacuation postings are by each door. A copy of the preschool schedule is to the left of the door coming into the main preschool room next to the mandatory postings.

Staff requirements including Mandatory Reporting, CPR, Pediatric First Aid, professional development are reviewed annually. Updated Iowa Criminal Background checks (every 2 years) and Fingerprints (every 4 years) are reviewed.

Child records are reviewed annually including current physicals, immunizations, pick up and field trip authorizations, emergency contact information as well as medical and dental information. Child files should be updated annually or when a change occurs.

Required preschool policies in the preschool handbook are adequate. Evacuation of immobile children policies are included in the handbook or emergency procedures guide, as are limited access and unlimited access policies. Immobile children will be carried in an emergency.

Annual emergency preparedness procedures training should be conducted and signed off on. This was completed in August per my observation of signatures and dates by both employees.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

The preschool sends a monthly newsletter to parents.

The preschool provides hearing screening services to children in cooperation with the local AEA.

The preschool provides dental screening and fluoride varnish services to children in cooperation with Lee County

Department of Public Health.

The preschool has written identified goals for each upcoming year.

The preschool has made several improvements in the past year.

Ratio meets best practice standards.

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

1. 109.6(6)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs. Staff missing fingerprints may not work in ratio until print results are obtained. As of 5/30/24 print results were not obtained. They must be present for any staff working in the preschool classroom in ratio (Hannah). One staff (Hannah) needed up an updated physical. Any future employees must have a current physical. HHS followed up with the preschool on 5/30/24 ensuring the program knows staff without fingerprint results may not work when school begins in the autumn.

2. 109.10(1)a Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.

Number not in compliance; 3 missing child physicals and 2 were overdue. Four files did not have complete Dr. or Dentist information.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

Preschool staff and administrators are knowledgeable and helpful. They are willing to correct deficiencies. This is a historically high performing preschool.

The preschool may access IDPH Child Care Nurse Consultant Amy Hayes. HHS recommends the preschool establish a working relationship with the CCR&R Consultant Malia Love. The center is aware they may access CCNC and CCR&R Consultant on a consistent basis. I emailed Consultant Love the day of the visit asking that she assist staff with accessing TEACH or WAGES since they are both earning CDA's. She agreed to reach out to the program and did so last year.

Based upon this review, it is recommended that this preschool remain in Full licensing status. The preschool is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS 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. Please visit the following website for more information. http://idph.iowa.gov/hcci/consultants.

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the DHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website for more information: http://www.iowaccrr.org The Director has accessed CCR&R in the past.

*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.