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

Name of Center: Garnavillo Community Day Care **Enrollment:** 72 **License ID No. (Reapplications)** 19202

Street: 205 W Watson St **City:** Garnavillo Iowa **Zip** 52049 **County:** Clayton

Mailing Address: PO Box 58, Garnavillo, IA, 52049

Director's Name: Kaitlyn Ziegenfuss **Phone Number:** 563-964-9333

On-Site Supervisor(s): Amanda Draper, Samantha Johnson & Ashley Corlett **E-Mail:** garnavillo.daycare205@gmail.com

Date(s) of Visit: 01-24-2025

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

LICENSING VISITS

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

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

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

Date Inspected: 12-22-2022

Comments :

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	16	12	16	30	74
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2025 to 03-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 01-28-2025

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 01/24/25 I made an unannounced licensing visit to Garnavillo Community Day Care. I met with Kaitlyn Ziegenfuss, the director. She started with the center in July 2024 and became the director in January 2025 after completing several hours of training. Amanda Draper is an on-site supervisor. She was previously a director for the program. Ms. Draper has been with the program since August 2015. Ms. Draper has an AA in education and early childhood. She completed a 20-hour Child Care Administration course in October 2018. Samantha Johnson is an on-site supervisor. Ms. Johnson has been with the program since August 2017. Ashley Corlett is an on-site supervisor and she has been with the program since June 2021. The program employs 22 staff members.

Garnavillo Community Daycare operates out of a free-standing building. The program operates Monday through Friday 6:00 am until 6:00 pm. They care for infants through school-aged children. They offer a three-year-old preschool program on Monday, Tuesday and Thursday from 8:00-11:00 am. The preschool children can stay until noon if they want lunch. There are currently 72 children enrolled.

The center operates out of five rooms: infant room, one-year-old room, toddler (two-year-old) room, preschool room and two school aged rooms. An inspection of each room was completed. Windows provide natural lighting. The rooms are decorated with the children's art projects. The children's birthdays were posted. There is an area for circle time.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computer, art, dramatic play, writing, math, science/discovery, 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.

The classrooms use a variety of resources to develop lesson plans. The length of the themes depends on the topic. Lesson plans were available for review in all the rooms. Daily schedules are posted for each room.

Daily sheets are maintained in each room using the ProCare app.

Cribs are used to nap in the infant and one-year-old room. The one-year-old room also uses cots to transition the older children in the room. The toddler and preschool rooms use cots to nap.

There was a phone with emergency numbers with the center's address and phone number in the classrooms. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and the outdoor exits in each classroom and the gym.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. The program has newly constructed rooms and a kitchen that were built on a subgrade. The older portion of the building is in a trailer off the ground. A radon test is not necessary. The program recently had their two furnaces inspected and no

concerns were noted. A carbon monoxide detector is located on the ceiling of each new program room as part of the fire alarm system. Outlets were protected. The fire marshal inspection occurred on 12/22/22.

The center does not participate in the Child and Adult Care Food Program (CACFP) but does follow the guidelines. Keely Boyce is the kitchen worker. The children are served breakfast, lunch and a morning and afternoon snack. Lunch is prepared by Clayton Ridge Middle School. A staff member picks the food up from the school and brings it back to the center. The center prepares breakfast and the morning and afternoon snack for the children. They center use a four-week rotation of menus for breakfast and snacks. The school provides the center with a new menu each month. Menus were posted. Families are charged a fee for meals and snacks. For children who bring their lunch from home the lunches must be reviewed and supplemented if they do not meet the CACFP guidelines. The food is dished out on trays for the children.

Parents provide the formula, cereal and jar food for the infants. Staff members are washing and sanitizing the bottles in the classroom.

I observed the kitchen. It was observed to be clean and organized. There is a handwashing sink and an industrial dishwasher. There is a refrigerator and thermometers were present. Food items were stored according to NHSPS guidelines.

There is a refrigerator in each room and thermometers were present.

The center uses bleach and water to sanitize the food tables and disinfect the changing tables. Bottles were clearly labeled. I observed and discussed diaper changes with the staff members. In the one-year-old room, the gloves were being left on throughout the diapering process. Gloves are considered soiled and must be removed before putting on the new diaper and dressing the child. I did discuss this with the staff member. There was not a pattern of disregard so this will not be cited.

There is a handwashing sink and a food prep sink in the infant and one-year-old rooms. There is a handwashing sink in each of the other classrooms. The four new classrooms each have a changing table. Handwashing and diaper changing procedures were posted. In the infant room and preschool room, the diaper changing procedures were posted in the room but should be posted so they are directly visible to the staff member. The one-year-old room did not have diaper changing procedures posted. Please correct this.

There is a bathroom shared by the preschool children and toddlers that has three toilets. There is a bathroom in the hallway with one toilet and one sink and procedures were posted. There is a bathroom in the school-age room and in the area near the smaller school-age space that has one toilet and one sink. Handwashing procedures were posted in both locations.

The center has a fenced in play area directly outside of the center. The playground has wood chips for surface cushioning. The climbing equipment is developmentally appropriate and has slides for the children. There is also a sandbox and a swing. The play area has a large shelter over the sandbox area to provide shade. When children are unable to go outside the preschool has use of a large gym.

The parent information is located on a bulletin board inside the entrance. 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 and children files were reviewed at the time of the licensing visit. I reviewed ten children files. There were two outdated physicals. There was one missing immunization certificate. Please remember that parents need to provide you one emergency contact other than themselves.

I reviewed five staff files. One staff member has been employed more than 90 days and has not completed first-aid, CPR or Essentials training. This staff member did not have a physical. A second staff member did not have a physical. But had a scheduled appointment.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

Staff members had terrific interaction with the children in each room. They interacted with the children at their level and offered them choices. They were flexible but maintained a routine for the children. They provided the children with praise and used positive redirection when necessary. Staff members modeled good manners for the children. Staff members talked with children about “using their words” to problem solve and express their feelings. Staff members take the children to the gym everyday for gross motor movement. Staff members were on the floor holding children on their laps and nurturing the children.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Ziegenfuss states when she started in the center for her administrative role the staff members already knew what they were doing and what they need to do which made things easier for her. She states the staff member listen to her and do what they are supposed to.

The program is in a secured building and there are cameras in the classrooms and hallway.

The hallways are decorated with the children's art work and pictures of the children.

There are pictures of the staff members in the entrance.

The center tries to be flexible with staff members. If they have children who attend they receive a fifty percent discount.

The program uses ProCare software and has found it very helpful. They use the app for billing and are transitioning to use it as a communication tool with the parents.

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

109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse.At least one hour of training regarding universal precautions and infectious disease control.Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross,American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department.A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
One staff member has been employed more than 90 days and has not completed first-aid, CPR or Essentials training.

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: 1
One staff member did not have a physical.

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: 2
There were two outdated physicals.

V. SPECIAL NOTES/RECOMMENDATIONS:

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

*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.