Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Drake University Head Start - Knoxville

Provider No.: 52448

Address: 714 Willets Drive, Knoxville, IA, 50138

County: Marion

Director's Name: Lisa Proctor

On-Site Supervisor: Kiim Puetz

Phone Number: 5152711854

E-Mail: lisa.proctor@drake.edu

HHS Visit Date: 02/09/2026

Licensing Period: 03/01/2026 to 03/01/2028

Fire Inspection:

Date Inspected: 01/22/2024

Comments: due every three years, conducted by State Fire Marshal Curt Seddon

Report Visit Type:

- [ ] PTO
- [ ] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 3

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8:00 AM to 2:30 PM	
Tuesday		8:00 AM to 2:30 PM	
Wednesday		8:00 AM to 2:30 PM	
Thursday		8:00 AM to 2:30 PM	
Friday		8:00 AM to 2:30 PM	
Saturday			

Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			15		15
Summer					0

1. Basic Overview

The Knoxville Head Start program has been in operation since 1984. The program has been closed the past few years and reopened in 2024 in a new location. The preschool is located in a single classroom behind a church on the edge of Knoxville. This program provides all day session five days a week and follows the school district schedule on days off. This program is administered by Drake University Head Start.

An unannounced licensing visit was completed on 2/9/26. I met with substitute Tara Dake. The program was in session. The preschool has three employees the Director, Lisa Proctor who is located in the Des Moines office, and two staff on site. The family service worker is not onsite but visits the program and meets with families. One person present must qualify for On Site Supervisor and be present daily. Miss Winn has been employed at this cite since it opened and is a teacher's aide.

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 preschool room contains books, games, papers, crafts and other supplies kept in piles around the perimeter of the room. Space requirements should allow each child to have 35 square feet of usable floor space. This is occurring. Capacity for the program is 15.

It is equipped with a variety of child sized furniture, equipment, toys, games, and activities for the children. The classroom is not self-contained. It has a phone and small restroom, and direct access to the outside. The curriculum is Creative Curriculum. Interest centers available to the children include blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, art, music and movement, science and discovery, sensory table, puppet theater, and

computer area.

Ratio is typically 1:7 which is excellent.

Program Nutrition Practices Observed:

Snack and lunch is served. All snacks now meet CACFP guidelines. This is an improvement from last year. The program/lunch has a refrigerator and a small kitchenette for food preparation and storage. The children do not have access to this area as a barrier is present. The children throw snack and lunch remains away in a covered waste basket that is taken out by the Director daily.

The children wash hands prior to snack and lunch. I observed both the dry and cold food storage. A thermometer is in the refrigerator. The freezer component also contained a thermometer. No food was stored on the floor. No outdated or expired food items were found. No open food items were present. Program staff prepare meals and lunch and follow Head Start menus.

Program Health and Safety:

The program does not administer prescription or non-prescription medication unless it is emergency medication. We discussed ways to keep emergency medication inaccessible to the children but accessible to staff. Currently no children enrolled have allergies or require emergency medication.

Storage and maintenance of a first aid kit were adequate. The labeled First Aid kit is kept hanging on a nail on the wall inaccessible to children. Incident and injury reports are also available on site and should be kept with the kit. The kit contains basic first aid supplies and the items list is present.

Environmental testing and the maintenance of any necessary detection equipment standards were reviewed. The carbon monoxide detector is an UL approved non-battery-operated detector. It should be noted each model has an expiration date that should be checked. An adequate amount of lighting is provided by overhead fluorescent lighting and natural lighting from large windows. The building the preschool is housed in does contain fuel burning appliances, so an inspection is mandatory. A propane tank heats the building. An inspection is needed. Ventilation and air quality was adequate on the visit.

Radon testing is due every five years. A test was recently conducted. If results come back with a rate under 4 pCi/L the building is in compliance. The building was constructed in 1970s. It was recently remodeled. A lead-based paint visual assessment is not necessary as no paint surfaces were present prior to the program moving in. Head Start maintenance assesses the building annually and documents the assessment.

General regulations regarding safety and sanitation policies and procedures were reviewed. I observed the restroom connected to the classroom. The preschool is using safe chemicals for disinfecting and use soap and water to sanitize. These products are both EPA and Iowa Department of Public Health approved for sanitizing and disinfecting in a childcare setting. This is best practice and duly noted.

Emergency plans and drills for fire and tornado were complete and thorough. Completed fire and tornado drills and evacuation postings are hanging on the inside door wall.

Regulations regarding staff and child hand washing were reviewed.

Program Playground:

The preschool has an outdoor play component on the side of the building. No play equipment is present, but many activities can be held outdoors. They include sidewalk chalk activities, water tables, etc.... First aid kits, emergency contacts and emergency medications are taken outdoors when the children go outdoors.

The Child Care Weather Watch should be utilized on days when outdoor play is questionable due to weather conditions. Outdoor play area inspections should be conducted and documented monthly.

CHILD CARE CENTER ANNUAL EVALUATION

Preschool Transportation Arrangements/Field Trips:

The church campus is available for visits and would not be considered a field trip. A first aid kit would be taken along. The program provides no transportation and does not take field trips.

Preschool Administrative Records:

Child misbehavior is addressed by positive reinforcement and direct instruction in conflict resolution techniques. Conflict resolution techniques are modeled for children at the beginning of the year and are encouraged and reinforced during the school year. Staff and I discussed how staff present choices to the children and do not use time outs. Staff have many years of experience, so behavior management is not typically an issue.

Required notices and postings and required written policies are provided to parents in the form of a parent handbook. The preschool has a biting policy and an unlimited access policy. We discussed emergency policies. The newly required Emergency Preparedness Plan is complete. If evacuation must occur the nearby Church (Community Christ) is available for refuge.

Staff records and child records are examined annually. Last year staff records were present but outdated. This year staff records were not present. Last year it was discussed that records must be on site for HHS review. I reached out again this year to HS administration in Des Moines. Jackie Pafford, HR, agreed to send dates of completion for the following HHS requirements:. National Fingerprint checks (due every four years) and Iowa Criminal background checks (due every 2 years), CPR and First Aid, Mandatory Reporter (recertification should occur every 3 years) training and Universal Precautions. HHS recommends all staff have profiles in IPOWER and these profiles be updated showing all taken trainings.

Iowa Department of Public Health conducts immunization checks each year We reviewed several child files to ensure they have updated physicals. Food allergy action plans are placed in child files and posted when necessary. All other requirements such as pick up authorizations, emergency contacts, dental and medical contact information, and field trip authorizations were present in each file.

Regulations regarding required notices and postings were reviewed. Policies written are available to parents when they are given the handbook upon entry to the program. The preschool daily schedule is hanging on the bulletin board as are the emergency procedures. A No Smoking sign is hanging in the entry along with the mandatory reporter posting, license consultant information and the center license.

Completed incident/injury reports should be placed in child files as they occur.

The center has a specific Emergency Preparedness Plan. Both staff train on the plan every year and sign and date acknowledgment of such.

2. Identify Observed Strengths of the program

The program serves a need in the community.

The program added a fenced outdoor play area this past year. It contains new equipment.

3. Identify the aspects that fall below the standard

1. 109.6(2): Director or on-site supervisor on-site during the hours of operation or a minimum of six hours of center's hours of operation.Information on on-site supervisor's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination.On-site supervisor meets qualifications or is "qualifiable" with a plan established to meet qualifications. Another responsible adult is clearly designated as the interim on-site supervisor if the on-site supervisor is temporarily absent from the center. The date of the visit no OSS or Director were present.

2. 109.6(4)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse

or criminal history that occurs.

109.6(4)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.

109.7(1): All staff (within first three months of employment):Iowa's training for the mandatory reporting of child abuse.At least one hour of training regarding universal precautions.Certification in 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, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed.

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.

109.9(1)b: 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.

Head Start HR indicated they would provide the information on dates these requirements were met and send to the Department for review. HR person Jackie Pafford sent the required information to HHS on 2/13/26. CORRECTED

3. 109.10(13)c: Center shall develop procedures for annual staff and volunteer training on emergency plans. The sub present the day of the visit indicated she and the other staff would read the EPP and sign and date acknowledgement.

4. 109.11(4)a: Center must have safe outdoor program area adjacent to the center, with sufficient square footage to accommodate at least 30 percent of the enrollment capacity at any one time at 75 spear feet per child. Outdoor space must: Be free from litter and unsafe materials and free from contamination by the drainage or ponding of sewage or storm water. Include safe play equipment and an area of shade. Include fencing to protect from bodies of water or vehicular traffic. Screws on the fence should be cut or capped so no more than two thread bolts are present causing a puncture hazard. The fence is loose around the bottom of the entire play area. This is a potential entrapment hazard. Playground inspection data should be kept on site for review.

5. 109.11(7): Kitchen appliance or microwaves: Gas or electric ovens are not in program area. Area housing kitchen appliances in program area is sectioned off and not counted in useable floor space. Staff are using a griddle to prepare food. This was addressed last year. This practice is against fire code.

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

5. Special Notes/Recommendations

Based upon this review, it is recommended that this center begin in Full licensing status. The center is directed to correct the items listed in Section IV. The director gave me a verbal commitment that the noted rule violations would be promptly corrected. It is important to note, all DHS 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

CHILD CARE CENTER ANNUAL EVALUATION

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. Mandi Lauderman is the Child Care Nurse Consultant for the program. I reached out to CCNC Lauderman on 4/16/24 and asked her to make contact with the facility so they are aware of her consultation services. She indicated she would contact Director Proctor, who's contact information I provided that date.

CCNC Laduerman provided the following when the center opened: Completed a health and safety assessment and completed the signature form for IQ4K with Knoxville Head start. I completed the assessment on September 25, 2024 and then had two additional follow up visits.

HHS encourages you to contact Child Care Resource and Referral. They offer centers assistance with meeting the HHS regulations, IQ4K, preschool 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 to find out who your consultant is: http://www.iowaccrr.org/who_we_are/region_5/ Leah Bauman is the child care consultant for this program. They understand they may access these services at any time. She reached out to the program in April to provide consultation services. They may phone or email her at anytime for consultation.

Brenda O'Holloran reported the following contact last year:

4/29/24 The Head Start is a program that I tried to do a visit with, but when I got there the person I made the appointment with was absent and so they didn't want me to come inside as it was nap time. I would be able to support the program on-site, Jenny Schreck from our Regional office has been working virtually with Drake Head Start Administrative team to submit their IQ4K application.

HHS contacted new Consultant Leah and asked her to touch base with the program on the issues noted above. I left information about TEACH and WAGES in the program office and discussed with the lead teacher.

Date: 02/13/2026

HHS Licensing Consultant: Jill Seibert

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**.