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

**Name of Center:** Hand in Hand-Westfield **Enrollment:** 88 **License ID No. (Reapplications)** 47496

**Street:** 901 E Main St **City:** Robins Iowa **Zip** 52328 **County:** Linn

**Mailing Address:** 3524 35th Ave, Marion, IA, 52302

**Director's Name:** Kathy Pruitt **Phone Number:** 319-373-3630

**On-Site Supervisor(s):** Kristy Heefner **E-Mail:** hih@handinhandinc.com

**Date(s) of Visit:** 10-06-2017

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

**LICENSING VISITS**

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

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

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

**Date Inspected:** 05-06-2016

**Comments :**

**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:** Infants (0-23 mo.) 2 Years 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 | | | | 69 | 69 |
| Summer | | | | | 0 |

**QRS Rating:** N/A

| RECOMMENDATION FOR LICENSE: | |
|---|---|
| X | **FULL** license from 11-01-2016 to 11-01-2018 |
| | **PROVISIONAL** license from |
| | **DENIAL** of initial application |
| | **SUSPENSION** of license |
| | **REVOCATION** of license |

**Licensing Consultant:** Amy Lyons **Date:** 10-09-2017

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

Not applicable.

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

Hand in Hand operates several programs throughout the community offering a variety of early learning experiences and child care opportunities to help meet the needs of families and children. Specifically, Hand in Hand - Westfield has been in operation since August, 2016. Hand in Hand - Westfield is located inside Westfield Elementary School. The year-round program provides full-time and part-time programming to school-age children. Current enrollment is 88.

Hand in Hand multi-site owner and director is Kathy Pruitt. Ms. Pruitt is the original creator and owner of the Hand in Hand sites. Ms. Pruitt holds a degree in Early Childhood Education and Business Management. Ms. Pruitt has achieved the National Administrators Credential (NAC) and is a member of National Association for the Education of Young Children (NAEYC).

On 10/6/2017, all program space was observed.

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

Hand in Hand operates numerous sites throughout the community. Hand in Hand offers many different childcare and early learning opportunities to meet the needs of families and children throughout the community.

Hand in Hand has the following website for families and the community to learn more about their programs: <http://handinhandinc.com/>.

On-site supervisor Ms. Heefner has over 12 years of experience working with children including experience from operating her own registered in-home childcare.

The program has support from the school and community. School building is well-maintained. The program collaborates often with the school personnel (custodial staff, administration, food service team) to ensure the children's space is safe and sanitary each day.

The program has an organized parent/program communication center (where required postings and child sign-in/sign-out information is maintained). Hand in Hand has monthly newsletters that include program reminders and curriculum information.

The program offers a character counts curriculum as well as a reading incentive program called “Reading Rainbow”. Hand in Hand - Westfield also has a homework help component with motivational rewards.

Hand in Hand incorporates many hands-on learning opportunities which include guest speakers, on-site enrichment experiences, and summer off-site field trip events.

On the day of the monitoring visit, staff were nurturing and attentive to the children's needs. Children had access to an array

of materials (including books, imaginative play options, table top games, sensory items, building materials, and crafts). Staff engaged in activities with the children (particularly during large gross motor events in the school gymnasium) and presented materials in an enthusiastic manner. Staff encouraged each child to try different activities and to share program supplies. Staff utilized the teaching of PBIS when needed. Ms. Heefner discussed the "ticket program" which encourages children to be kind and responsible. The daily routine transitions (including arrival from school and snack rituals) went smoothly. Many words of encouragement could be heard throughout the monitoring visit. Children responded well to staff and appeared comfortable at the program.

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

109.10(3). Medication policies and practices
- The program has approximately 5 children enrolled with a special medical need. For any child with a documented medical need (asthma, diabetes, epilepsy, seizures, food allergy, non-food allergy, etc.) ensure you a written physician's statement documenting the child's medical need, how to specifically accommodate the child's medical need (including any rescue medication, non-rescue medication, specialized equipment, required food substitutions, etc.), and a written plan of action in the event the child has a medical emergency related to his/her known medical need. This written plan(s) shall be kept in the child's file and a copy in the area the child is present (as well as a copy with any rescue medication). Any rescue medication shall be stored in an inaccessible but readily available manner when and where the child is present. Any specialized medical equipment shall be stored in regards to how it's needed to be used.

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.
- Three children's files reviewed lacked complete documentation of a doctor's name, address, and phone number and a dentist's name, address, and phone number.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

To help with sanitation, ensure one child's personal items are stored separately from every other child's personal items. This will also help decrease the spread of respiratory illness and things such as bed bugs, lice, etc. Ms. Heefner reported separate containers to store each child's personal items have been purchased/ordered but have not yet arrived.

Ensure the program's written emergency plans are maintained on-site with licensing paperwork. The emergency plans shall reflect the 10/2016 rule changes.

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The program's license remains in full status.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 319-892-6827; email alyons@dhs.state.ia.us so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

*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.

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