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

Name of Center: Williamsburg Community Preschool **Enrollment:** 40 **License ID No. (Reapplications)** 25156

Street: 2383 Raider Drive **City:** Williamsburg Iowa **Zip** 52361 **County:** Iowa

Mailing Address: PO Box 1211, Williamsburg, IA, 52361

Director's Name: Stacy Horvath **Phone Number:** 319-668-8973

On-Site Supervisor(s): **E-Mail:** wcpkidsrock@yahoo.com

Date(s) of Visit: 08-16-2023

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:** 01-26-2022

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

Date Inspected: 08-15-2023

Comments : due every 3 years completed by Deputy SFM Trevor Kabala

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 X Other NA

Program Serves: Infants (0-23 mo.) 2 Years X Preschool-Age School-Age

Get-Well X Evening Care 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			20		20
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2023 to 02-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 08-18-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Williamsburg Community Preschool is a well-established preschool formerly located in a classroom at Mary Walsh Elementary School in a residential area of Williamsburg. The program moved two years ago to the Williamsburg YMCA and is located in a secured classroom in the facility. The preschool is owned and operated by Williamsburg Community Preschool Association, a not for profit community corporation. It is governed by a parent board of directors. The preschool is privately owned and participates in the 4 year old preschool grant. Board members serve a three year term beginning in June. WCP has a lengthy handbook. The Center currently employees 2 staff. Stacy Horvath is the Director for this program. Ms. Horvath has worked at the center since 2014 and has directed the program for 4 years. She is present consistently and appears to be an active leader. Ms. Horvath has a BA in Elementary Education and Early Childhood. She also has an AA in Business. The designated person in charge if the Director is absent is Kylie Striegel. She has been employed with the program since 2021.

The preschool offers three separate classes, one for 3-4 (Junior) year old children and two for 4-5 (Senior) year old children. The program is offered in cooperation with the four year old preschool grant program administered by Williamsburg Community School District. The program is held in one self contained classroom. The hours of operation are as follows:

MWF 8:10 - 11:30 / 12:00 - 3:20 (4-5 year olds) Voluntary
T/Th 9:00 - 11:30 (3 year olds) tuition based

The preschool room is within the community recreation center and can only be accessed by first entering the YMCA building. On 8/16/23 I made an unannounced licensing visit to Williamsburg Community Preschool and all program space was observed at that time. I met with Director Horvath. The visit consisted of classroom and building area review and observations of planned activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

The mission or purpose statement of the Center is a commitment to providing an age appropriate academic experience while enhancing character, development, and nurturing the individual strengths and talents of each child. Ms. Stacy Horvath has an (early childhood degree). They also have a new literacy curriculum called "Read It Again".

OBSERVATIONS of the ROOM:

Play experiences in this room included a sensory table containing hard pasta, puppets, a computer center, a dramatic play center, a discovery science center, a doll house, dominoes and blocks. The center encourages problem solving, movement, art, music, drawing and writing. Activities include free play, large gross motor time, snacks and meals.

The center reports the following in regard to their learning philosophy: We see our role as teachers to be one of facilitators, providing a rich environment and guiding children through many different experiences, allowing them to discover and learn. We believe in providing a warm, loving and secure environment through listening, accepting, and being consistent in our relationships with the children. We believe that children learn by doing things for themselves (touching, feeling, seeing,

trying, experimenting and exploring). We believe children learn when experiences and activities are meaningful and relate to their lives. We believe children need lots of real life experiences (animals, other children, field trips, etc.). We believe children learn by making choices and mistakes. We believe children need to repeat activities to completely understand a concept or acquire a skill. We believe children learn by imitating others.

I reviewed lesson plans in the planning book. The lesson was also posted & had age appropriate content. The curriculum utilized is Handwriting Without Tears and Creative Curriculum. Interest centers available to the children include: blocks, dramatic play, children's literature, toys and games, puzzles and small manipulatives, music and movement, art, sensory table, science and discovery, handwriting table, and computer area.

Books, hard surface toys, and creative dramatics are present. Materials were organized and child accessible. The Center appears to have an adequate amount of equipment for the children including toys and games, activities that appear to be of high quality. The Center is IQPPS (Iowa Quality Preschool Program Standards) validated.

The room arrangement was neat and organized. The classroom has its own phone, restroom, drinking fountain and snack storage and preparation facility but lacks direct exit to the outdoors. The children have access to sink/toilet in restrooms right outside the preschool room. Hand washing posters were easily noticed. Storage is located in the closet area above the children's coats. There is also separate storage for outdoor toys on the playground. Room lighting consists of both natural light from windows as well as adequate interior lighting. The classroom is clean, bright, and attractive and contains a sufficient variety of child sized furniture, equipment, toys, games, and activities for the children. They are cleaned daily.

CENTER NUTRITION PRACTICES:

Parents provide snacks for the preschool program on a rotating basis. Information regarding appropriate snacks is provided to parents at the beginning of the school year. Snacks must meet CACFP guidelines. The preschool keeps additional food on hand in case supplementation is necessary to meet requirements. Monthly snack records should indicate that minimum nutritional requirements are met. A Child Care Nurse Consultant through empowerment visits the preschool upon request.

Food storage appeared to be adequate, both in the cabinet and a small refrigerator/freezer there in the room. A thermometer was observed in this unit. The temperature was above recommended storage temperatures. Parents should sign up for snacks and choose from a list of pre-approved CACFP foods. The Center has a peanut free and red dye free menu. Menus are kept daily and very specific.

The Center practices family style dining. I observed child size tables and sitting in small chairs. These are sanitized. We discussed reviewing the MDS sheet any cleaner. The children help set the table, pour their own drinks and clean the table at lunch time. Staff is required to sit with children per IQPPS during meal and snack time.

CENTER HEALTH AND SAFETY:

A thorough inspection of the room was conducted. The preschool does not typically administer prescription or non-prescription medication since they only have the children 3 hours per day. I reviewed medication procedures. At the present time there are no children on daily medication. The center has sufficient forms for getting parent authorization and documentation of medications to be given if needed or prescribed. Children in the past have had emergency medications including an inhaler and an Epi Pen, but no students enrolled for the school year have any health concerns or allergies. Any medication is kept in a high cabinet next to the First Aid kits. Medication is inaccessible to the public and the center is able to provide documentation of medication given. Rescue medications are also inaccessible to the public but in an area that is easily accessible if needed quickly (high cabinet). Any children with any allergy must have an allergy action plan on file.

The preschool is in compliance with regulations regarding storage and maintenance of a labeled first aid kit. First-aid supplies were sufficient to address minor trauma. Medications (including sunscreen) are stored in their original containers with physician/pharmacist directions and label intact.

I reviewed environmental testing and maintenance of necessary detection equipment. Radon testing was last completed in August 2020. Results were within EPA guidelines (under 4 pCi/L). Updated testing is due every 5 years. Annual fuel burning appliance inspections are conducted annually. They were overdue on the visit, but provided on 8/1/23. A non-battery operated carbon-monoxide detector was observed on-site above the sink area. It should be noted that expiration dates for the units are on the unit itself or on unit packaging. The YMCA building was built after 1960. As a result a lead paint assessment is not required. The building is on city water. As a result, a private analysis is not required.

We reviewed general regulations regarding safety policies and procedures. The program has no pets or plants. Plants can be placed in the room if on the safe plant list. All lower cabinets had child locks. Electrical outlets were adequately covered. Staff personal belongings are stored out of the children's reach. Cleaning supplies and other toxic material were out of the children's reach.

Tornado and fire drills should be practiced and documented once a month as required. They are posted in a cabinet.

I reviewed general regulations regarding sanitation policies and procedures. Sufficient toileting articles and hand washing supplies were observed. Food waste containers were covered. The cleaner should always be kept inaccessible.

Ratio, curriculum, and routine are excellent at this program.

CENTER PLAYGROUND:

Upcoming playground inspections should be conducted and documented monthly. The Child Care Weather watch is consulted when outdoor play is questionable due to weather conditions. If children go outdoors a first aid kit and emergency contacts are taken along. The fencing around the climbing equipment is too close and is in the fall zone. Child Care Nurse Consultant Mandi Lauderman has inspected the area and made recommendations. Areas of the climbing equipment may not be appropriate for preschool age children. The Director does not allow children to play on this equipment. Screws on the fence should be cut or capped so they are not potential impalement hazards. The Director indicated the children rarely utilize this space as they prefer to play on the nearby track and field and have wide open space.

CENTER TRANSPORTATION/FIELD TRIPS:

The preschool does not own a vehicle and provides no transportation. Transportation for field trips is provided by Williamsburg Community School District in school bus vehicles. The First Aid Kit is taken on field trips (both a fanny pack and full kit). It should be noted that both were observed and were labeled. The maintenance log is reviewed monthly. The Center participates in an All Family dance or a Pre School Prom each year. Parents are encouraged to attend trips and visit the center during regular activities. Second grade students come to the classroom once a month for a program called "Reading Buddies".

CENTER ADMINISTRATIVE RECORDS:

Child misbehavior is addressed by redirection. The preschool emphasizes positive guidance, conflict resolution, and well defined limits in the classroom setting.

The center is in compliance with required notices and postings and notices. Postings, including Emergency postings and mandatory abuse reporter, no smoking postings were observed hanging in the center on the parent board. A main parent board with general information hangs in the hallway outside the preschool door. Another parent board hangs inside the doorway of the preschool outside of the coat closet. It consisted of the permission to open letter, state consultant contact information, and Mandatory Reporter notice.

The monthly snack calendar and special upcoming events calendar were also posted. A No Smoking sign was posted. Emergency numbers for Fire, Police, and Poison Control were posted as was the centers contact information by the phone in the teacher area. Evacuation procedures were posted.

The preschool is in compliance with regulations regarding required written policies provided to parents in the form of a parent handbook. They are also IQPPS validated. The programs handbook and addendum to handbook were reviewed prior to the visit. It does contain access policies. We discussed evacuation of children with functional access needs should be added in a new Emergency Preparedness Plan. Center policies appear to be working well and are adequately addressing child and parent needs. The Center does have a biting policy which is available in the Center handbook. The Emergency Preparedness Plan should be updated for the new location. An emergency kit for evacuation purposes with food, water, etc... The plan has changed due to the relocation. Staff have been trained on the new plan and the changes.

While at the Center staff files and children’s files are reviewed. Staff file information including CPR/First Aid is due every two years, and Universal precautions due annually. Mandatory Reporting due every five years was also current for all employees. Employee physicals are due every three years. Professional Development should be updated annually. Iowa Criminal Background checks (SING) are due every 2 years and Fingerprints should be updated every four years.

No employees none are under age 18.

Child files are reviewed annually including children current physicals, immunization cards and updated emergency contact/pick up information, dental and medical information and field trip authorizations. They were not reviewed this year due to the visit being within 30 days of program enrollment for the year.

The Director is aware of requirements of volunteers and obtains the proper forms and a completed criminal check on a regular volunteer in the program.

Annual emergency procedures training & acknowledgment should be conducted every year and is in personnel files.

I observed curriculum and lesson plans and schedules for the classroom.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The preschool provides vision screening services to the children in cooperation with the local Lions Club.

The preschool sends a weekly newsletter to parents.

Staff have experience and education.

Children have a variety of new and well preserved toys and activities to choose from.

A new employee has been hired for the next school year.

The preschool participates in the Iowa Quality Preschool Program Standards initiative.

The preschool uses AEYC and Empowerment for training assistance.

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

1. 109.6(6)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. One staff has overdue SING checks (by one week). The Director agrees to run a new check. CORRECTED 8/18/23.

2. 109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. The results could not be found on the visit, but were provided on 8/18/23 to HHS. CORRECTED

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center remain 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.

IDHS recommends the center consult with Child Care Resource and Referral on a continual basis. 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/who_we_are/region_5. Your Consultant is Malia Love. DHS recommends Director Horvath continue contact with Child Care Resource & Referral so Consultant Love may assist with the resolution of these violations and assist with a process to ensure future compliance. Funding provided by the Iowa Department of Human Services through the Child Care Development Fund. Consultant Love contacted Director Horvath after the HHS visit offering assistance with the matters cited above or any other issues.

IDHS encourages you to contact and collaborate with your local nurse consultant with IDPH on an ongoing basis. 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. The new CCNC is Mandi Lauderman. IDPH Child Care Nurse Consultant Lauderman is also available for consultation in health and safety matters.

ECI may be accessed for further assistance.

All centers are encouraged to utilize IPOWER and the Training Registry.

*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.