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

Name of Center: Time For Tots Early Learning Center **Enrollment:** 90 **License ID No. (Reapplications)** 7315

Street: 611 10th St **City:** Harlan Iowa **Zip** 51537 **County:** Shelby

Mailing Address: PO Box 486, Harlan, IA, 51537

Director's Name: Hayleigh Miles **Phone Number:** 712-755-2086

On-Site Supervisor(s): **E-Mail:** director@timefortots.ngo, asstdirector@timefortots.ngo

Date(s) of Visit: 02-08-2023

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

Date Inspected: 03-06-2022

Comments : Date of compliance 6-7-2022.

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	12	10	56	35	113
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 06-01-2022 to 06-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 04-13-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An Unannounced off year licensing visit were made to Time For Tots Early Learning Center on 2-8-2023. The center is connected to the building that houses Harlan Head Start, Head Start offices, and Child Care Resource and Referral. The center provides child care services to children infant age to school age Monday through Friday 5:30 am to 6:00 pm. There are 90 children enrolled. Hayleigh Miles became the director on 3-15-2022.

Observation of rooms:
All program rooms were in ratio. The children were observed while playing and eating lunch. The staff had excellent interactions with the children, they were positive and attentive to the needs of the children. The rooms looked good and have a fun variety of age and developmentally appropriate toys and equipment.
The rooms had lesson plans/activities, Hayleigh reviews the lesson plans every week.
The daily sheets looked good.
The infant room had five containers i.e. bouncy seat, swing, exersaucer that are used multiple times a day, the staff rotate the babies using each type of container. I would recommend that you remove some of these types of containers. Minimal to no use of these types of containers is recommended. Please consult with your child care nurse consultant for information on the use of these types of containers.
The handrail going downstairs needs repaired.

The center is using Oxivir Tb for both sanitizing and disinfecting. Make sure you are following the three step bottle procedure 1. Soap/water for cleaning, 2. Water for rinsing and 3. Your EPA approved product for sanitizing and disinfecting (3 bottles are needed for each sanitizing and disinfecting).

Nutrition:
The center continues to have breakfast and lunch catered from Treat America/Company Kitchen. The center provides the snack. A monthly menu is provided.
The center is on the federal food program.

Heath and Safety:
Medication management procedures are practiced when a child is prescribed medication.
Make sure you have written emergency plans for fire, tornado, flood (if susceptible), intruder in center, intoxicated parent, lost or abducted children, blizzard, power failures, bomb threats, chemical spills, earthquake or disasters that could result in structural damage or health hazards. All employees at the center should be trained on you emergency procedures.
Five radon tests were completed in May 2021, all test results were under a 4.0 pCi/L. Radon testing is required every two years and must be under a 4.0 pCi/L. Radon testing is due by May 2023.
Fire/tornado drills weren't consistently completed in 2022/2023. Fire drills were missing for November and December 2022 and January 2023. Tornado drills were missing for October, November and December 2022 and January 2023. This is a repeat violation from last year. You need to practice and document monthly fire and tornado drills. You will need to develop a system to ensure these drills are being done monthly. Here are a few suggestions - post the fire/tornado drill forms on the wall as a reminder, schedule the monthly drills on your calendar, designate another staff to do the monthly drills for the

center.
The center has all electric appliances.

Playground:
The center has playground areas for the different age groups of children in the program. The younger children's playground is in the front of the center. The playground for the older children has a large structure and has padded surfacing. The monthly playground safety checks weren't consistently completed. You need to make sure the monthly playground safety inspections are completed.

Transportation:
The center doesn't provide daily transportation services.
The center has a five passenger van that is used for field trips. During the summer the center takes the children to swim lessons, swimming, movies etc. The SWITA bus is also hired for transportation on field trips. Walking field trips are also taken.

Administrative records:
Child files were read - many files some were in need of emergency medical contact information for the dentist. The name and phone number for the dentist is required. Please review all child files and have them updated with the required information.
Staff files were read - One staff physical needed to be on the DHS staff physical form, one staff file was missing a criminal record check date and one staff file was missing a national record check, Hayleigh couldn't find her national record check. Please review all staff files and have them updated with the required information. Make sure staff meet their training requirements.
Make sure you are knowledgeable of the Child Care Centers and Preschools Licensing Standards and Procedures Handbook.

Hayleigh said it is very difficult to find employees to hire.
Monthly staff meetings are held.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Time For Tots is an excellent resource for the community. The center has an active board. The Procare app is used. Hayleigh Miles became the director in March 2022, she has been building staff relationships, observing and training staff in program rooms. The center has received consultation and training from Child Care Resource and Referral on a variety of topics. The center has hired someone to help with child and staff files and billing.
Staff had good interactions with the children, they were kind and attentive to the needs of the children.
Some staff have worked at the center for many years.
The center would like apply for the IQ4K program in the future.

The center has received a literacy grant, Shelby County grant for playground equipment and the staff incentive grant.

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

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.

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.

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.
Information lacking: Many child files were missing emergency contact information for the dentist. The dentist's name and phone number are required on all children.

109.10(15)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.
Fire/tornado drills weren't consistently completed in 2022/2023. Fire drills were missing for November and December 2022 and January 2023. Tornado drills were missing for October, November and December 2022 and January 2023. This is a repeat violation from last year. You need to practice and document monthly fire and tornado drills. You will need to develop a system to ensure these drills are being done monthly. Here are a few suggestions - post the fire/tornado drill forms on the wall as a reminder, schedule the monthly drills on your calendar, designate another staff to do the monthly drills for the

center.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
The monthly playground safety checks weren't consistently completed. You need to make sure the monthly playground safety inspections are completed.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for Time For Tots for 6-1-22 to 6-1-2024.
Off year licensing visit 2-8-2023.

A referral to Child Care Resource and Referral will be made to help Hayleigh with child files, staff files, a plan to complete fire/tornado drills and playground safety checks.

Please send me an email by April 30, 2023 letting me know how the noncompliance items listed above have been corrected.

*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.