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

Name of Center: Shenandoah Preschool After School Care **Enrollment:** 22 **License ID No. (Reapplications)** 51584

Street: 304 W Nishna Rd **City:** Shenandoah Iowa **Zip** 51601 **County:** Page

Mailing Address:

Director's Name: Tiffany Spiegel **Phone Number:** 712-246-1581

On-Site Supervisor(s): **E-Mail:** spiegelt@shenandoah.k12.ia.us

Date(s) of Visit: 10-18-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 09-20-2023

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

Date Inspected: 08-24-2023

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

Get-Well 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			24		24
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 10-01-2023 to 10-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 12-13-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Shenandoah Preschool After School Care was licensed for one year - 8-1-2021 to 8-1-2022. The second year they decided not be licensed and operated under an exemption. The center decided to become licensed again in 2023. Child care services are offered to preschool age children Monday, Tuesday, Thursday, Friday from 2:30 pm to 5:00 pm and on Wednesdays from 12:30 pm to 5:00 pm. Tiffany Spiegel is the director, she is the Director of Student Services for the school. The program is part of the Shenandoah Community School district and is located in the Logan Building at 304 W. Nishna Road, Shenandoah, Iowa.
There were 22 children enrolled.

A licensing visit was made to Shenandoah Preschool After School Care on 10-18-2023, I met with Tiffany Spiegel. Permission to open without a license was granted effective 10-18-2023. Valarie Croll and Carey Millikan are in charge when Tiffany Spiegel is gone.

Observation of room:
The room looks great and has a fun variety of age and developmentally appropriate toys and equipment. There is one restroom in the room with one toilet and one sink, a sink in the room for the children and a staff sink. Another restroom is right around the corner with one toilet and one sink.
The children were having fun playing outside. The staff had excellent interactions with the children, they were positive and attentive to the needs of the children.

Nutrition:
A nutritious snack is provided to the children each day. The menu is posted. Even though your center isn't on the federal food program please follow the CACFP food guidelines.

Health and safety:
Make sure you practice and document monthly fire and tornado drills.
Medication management procedures will be followed when a child is prescribed medication, make sure you use the medication log.
Radon testing is required within your first year of licensing, and the test result must be under a 4.0 pCi/L.
An annual fuel burning inspection (boiler inspection) is required if you have fuel burning appliances. If you have fuel burning appliances you will need a carbon monoxide detector.
Please review you sanitizing procedure - make sure you are following the 3 step bottle procedure 1. Soap/water for cleaning, 2. Water for rinsing and 3. Your EPA and child care approved sanitizing product. If you are using bleach/water please refer to your EPA approved bottle of bleach for mixing instructions, if this information isn't on the bottle please refer to the product website for mixing instructions. Bleach/water needs to be mixed daily.
Make sure you have all of the DHHS emergency policies and procedures.

Playground:
The school playground is used. Make sure you are completing monthly playground safety inspections - the playground

safety inspection form was emailed to you.

Transportation:
The center doesn't provide transportation services.

Administrative records:
Child files were reviewed and some files were in need of current physicals. Make sure you have the required annual registration information; parent/guardian contact information, pick up information, emergency contact information for the doctor and dentist - name and phone number are required, annual physical, immunizations on the Iowa form, permissions for photos and sunscreen.
Staff files weren't at the center location. You will need to make sure all staff files meet the DHHS requirements. Please send me an email with the staff person's name and the date of their criminal and national record checks, you reported the center has four staff including yourself. If a staff has a conviction you will need to follow the record check directions for the evaluation process. You must follow the DHHS directions for record checks - the record check directions were emailed to you on 10-27-2023. Staff physicals must be on the required DHHS staff physical form. Make sure you have all of the DHHS emergency polices and procedures and review them with all staff.
The following forms and information were emailed to Tiffany Spiegel on 10-27-2023:
1. Staff file form, 2. Child file form, 3. DHHS required staff physical form, 4. Fire/tornado drill form, 5. Monthly playground safety inspection, 6. First aid kit checklist, 7. Care Centers and Preschools Licensing Standards and Procedures, 8. Record check directions, and the mandatory reporter posting and my consultant posting for the parent board.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Shenandoah Preschool After School Care is a wonderful resource for the school and community.
Tiffany is working very hard to learn the DHHS policies and procedures. She is very proud of the program.
All staff had excellent interactions with the children, they were positive and attentive to the needs of the children.

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

109.9(1)a: All files contain statement signed by staff indicating whether they have a criminal conviction or founded child/dependent adult abuse.
Please have each staff person complete the form and place in their file.
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.
The record check directions were emailed to you, please complete record checks and let me know the dates of the completed criminal and national record 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.
All staff physicals must be on the required DHHS form.
109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
Make sure all staff have current first aid/CPR, mandatory reporter training, Essentials training etc.
Please review all staff files and make sure they meet all of the DHHS requirements.

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.
Please review all child files and make sure they have current annual physicals.

109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children.Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards.If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with functional or access needs.
Make sure you have all of the DHHS emergency policies and procedures.

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. An annual fuel burning inspection (boiler inspection) is required if you have fuel burning appliances. If you have fuel burning appliances you will need a carbon monoxide detector.

Tiffany please send me an email by December 31, 2023 letting me know how the items listed above have been corrected. Include each staff persons name and dates of when the criminal and national record checks were completed.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for Shenandoah Preschool After School Care for 10-1-2023 to 10-1-2025.
Please send me an email by December 31, 2023 letting me know how the noncompliance areas listed above have been corrected.
Please read the Care Centers and Preschools Licensing Standards and Procedures Handbook and become knowledgeable of the DHHS rules.

A referral was made to Child Care Resource and Referral, the following items were emailed to Shirley Urich on 10-27-2023 for consultation and training on a variety of topics;
1. Emergency policies and procedures.
2. Make sure the center has hard copies of emergency contact information for each child - parent contact/pick up information and emergency medical contact for the doctor and dentist - name and phone number. Child files - a current physical and immunization are required.
3. Please assist if Tiffany needs help setting up the record check information - it must be done the DHHS way, the school does it but it is through a different company. I discussed this with Tiffany and hopefully she will be able to maintain staff file information, she said the superintendent had the staff files, record checks etc.
4. Staff files and review training requirements i.e. Essentials, mandatory reporter, first aid/CPR, universal precautions etc. I'm sure there are other areas that Tiffany needs assistance with.

*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.