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

Name of Center: NEICAC-Decorah Child Development **Enrollment:** 16 **License ID No. (Reapplications)** 18231

Street: 301 Center St **City:** Decorah Iowa **Zip** 52101 **County:** Winneshiek

Mailing Address: PO box 487, Decorah, IA, 52101

Director's Name: Sharon Burke **Phone Number:** 563-382-2518

On-Site Supervisor(s): Fawn Witt **E-Mail:** sburke@neicac.org

Date(s) of Visit: 04-18-2023

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:** 03-06-2023

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

Date Inspected: 09-02-2020

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: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	20	0	20
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2023 to 05-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 04-20-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/18/23 I made an unannounced licensing visit to NEICAC Decorah Child Development. I met with Fawn Witt, the on-site supervisor and an associate in the room. Ms. Witt started with the program in February 2018. I also met with Abbey Norby, the lead teacher in the classroom. She has a BA in elementary education and a minor in early childhood education. She has been with the program since July 2018. The program currently does not have a second associate, but they have a volunteer, Jean Westby, who helps in the classroom every day. Kim Jasper is the program manager for this Head Start location. Sharon Burke is the director of the Northeast Iowa Community Action Corporation early childhood programs. Her office is in Decorah. Travis Rovang is the family worker.

The program is in a classroom in the West Side Early Childhood Center. The program operates from 6:00 am until 6:00 pm. There are currently 16 children enrolled. The core preschool program operates from 8:30 am until 2:30 pm and wrap around services are offered to families before and after preschool.

The Head Start program operates out of one classroom. An inspection of the room was completed. Windows provide natural lighting. The rooms are decorated with the children's art projects, and posters to assist the children with the learning process, such as the alphabet, colors and numbers. The children's birthdays were posted. There is an area for circle time.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, Ipads, art, dramatic play, playdough, listening, writing, math, science/discovery, woodworking, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level, so they were easily accessible to the children.

The classroom has a bathroom with one toilet and one sink. There is an additional sink in the classroom. Handwashing procedures were posted in both locations. The children also have access to additional bathrooms in the hallway. Cots are used to nap.

The program uses the Creative Curriculum, Handwriting Without Tears, Heggerty Phonemic Awareness, Second Step, and Jolly Phonics to prepare lesson plans. GOLD assessments are completed on each child. They complete ASQ assessments on all children and the Brigance Screening tool is used. Activities are based on studies. The length of the study depends on the topic and the children's interest level. There is also a weekly nutrition activity for the children. The program uses Healthy Kids and participates in the Farm to Early Care and Education program (F2ECE). Monthly newsletters are provided to parents to inform them of studies, activities and special dates. There is an Epson projector in the room.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. They implement a new PBIS topic each month in the classroom and information is sent home to parents so they can utilize the tools at home as well. The program is also using solution kits in the classroom. This allows staff members to use flash cards with visual choices so children can try to solve their own problems. The program partners with Keystone AEA to provide services to children with identified needs. The children receive hearing, vision, speech and dental screenings. The children also

receive fluoride varnish applications on their teeth.

There was a phone with emergency numbers in the classroom. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program door in the classroom. A daily schedule was posted, and a lesson plan was available for review.

The program participates in the Child and Adult Care Food Program (CACFP). The center provides the children with breakfast, lunch and an afternoon snack. During the school year the Decorah School System prepares lunch, and it is delivered to the classroom. Head Start staff prepares breakfast and the snack. Family style is used. The children eat in their classroom. Staff members sit with the children at the tables to model appropriate behavior and assist the children as necessary. When the program operates during the summer months all meals and snack are prepared in the classroom by the staff. Menus were posted. Allergies were also confidentially posted.

There was a refrigerator in the room and thermometers were present. Snacks were stored according to NHSPS guidelines. Disposable products are mostly used. When dishwashing is necessary, they use the three-step method in the room.

The program is using Oxivir Tb to sanitize toys and classroom materials and SaniDate Hard Surface Sanitizer to sanitize the food tables. Each product has a one-minute dwell time.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was completed in August 2021 and is good for two years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is in the hallway near the water fountain. Outlets were protected. The fire marshal inspection occurred on 09/02/20.

The parent information is located outside the classroom on a storage room door. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

The outside play area is a large fenced in area and it utilizes woodchips for surface cushioning under the climbing equipment and swings. There are monkey bars, slides, bridges and a tunnel. There is a naturalistic area with hills for the children to play on and slides built into the hill. The naturalistic area also has various centers made of naturalistic materials. The centers observed include a digging area, a sand and water area, building area, art, music, and a garden area. There is also a cement area for children to use riding toys. Helmets are used. Basketball hoops are also available in this area. Trees provide shade. The program also has use of the school gym.

Staff and children files were reviewed at the time of the licensing visit. I reviewed six children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. One staff member did not provide adequate dental emergency contact information. There was not a pattern of disregard so this will not be cited.

On 04/18/23 I reviewed one staff file at the NEICAC administrative office in Decorah. It was in great condition.

Emergency Preparedness Plans have been completed.

Staff members and the volunteer were observed to have great interaction with the children. Staff members were flexible with their schedule to meet the needs of the children. They used PBIS cues and positive redirection when necessary. Staff members were patient. I observed the children interacting with the children at their level. They were on the floor playing with the children and I observed children sitting on their laps. Staff members provided clear directions and used repetition to teach the children. Staff members and Ms. Westby were actively playing with the children and encouraged them to use their imaginations. They have created a calming learning environment. The children appeared to enjoy their time in the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Witt states the program benefits a lot of families in the community.

Ms. Norby states she enjoys seeing the children and families grow from the beginning of the school year until the end.

Ms. Norby states it is great to be able to support the families they serve. They provide support inside and outside of the classroom by providing them resources.

Ms. Norby states they have monthly parent meetings.

Ms. Norby states the parents feel comfortable talking to the staff members about anything. They have good relationships.

The program has an IQ4K level 4 rating that expires on 10/31/24.

The program is in a secure building and there is a camera in the room.

The program provides wraparound childcare before and after the core hours of preschool. They are also offering summer care.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

*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.