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

Name of Center: Cambridge Little Achievers Center **Enrollment:** 50 **License ID No. (Reapplications)** 52065

Street: 2092 Libertyville RD **City:** Fairfield Iowa **Zip** 52556 **County:** Jefferson

Mailing Address: 2092 Libertyville RD, Fairfield, IA, 52556

Director's Name: Tiffany Finch **Phone Number:** 641-209-8222

On-Site Supervisor(s): Lisa Schleicher **E-Mail:** cambridgelittleachievers@gmail.com

Date(s) of Visit: 01-16-2023, 02-17-2023

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:** 02-08-2023

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

Date Inspected: 02-08-2023

Comments : due every 3 years, performed by State Fire Marshal

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 X 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	48	24	68	45	185
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:** 03-02-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Cambridge Little Achievers Center is a newly constructed one story specifically constructed for child care. Cambridge Little Achievers Center opened in January 2023 to provide childcare for up to 185 children from infants to 12 years old. The facility is located on the edge of Fairfield ,near the hospital. Cambridge Little Achievers Center is an independent 501(c)(3) non-profit corporation, and partnered with over 40 businesses, organizations and individuals. A licensing visit was conducted on 1/16/23 and the center was given Permission To Open at that time. I met with On site supervisor Schleicher, and Director Finch. An unannounced licensing visits was conducted on 2/17/23 so a full license could be issued.

The facility consists of a full kitchen, a laundry room, staff break room, offices, several classrooms, and a large outdoor play area divided into sections.

The mission of Cambridge Little Achievers is to instill, encourage, and further a love of learning while providing a safe and nurturing environment that promotes the social, emotional, physical, and cognitive development of the child.

Tiffany Finch is the program Director. Ms. Finch previously served as a Center Director in Baxter, Iowa, for the Baxter Early Learning Center, as well as On Site Supervisor at Cardinal Head Start in rural Eldon. Lisa Schleicher is the On Site Supervisor. OSS Schleicher has a Bachelor of Science Therapeutic Recreation from the. University of Iowa. She has served as a one on one associate at an elementary school for 2 years and has 9 years experience as a Certified Child Life Specialist-professional who help children and families cope with the stress and anxiety associated with illness, injury, and treatment.

On 2/17/2023 I made an unannounced licensing visit and met with room staff . At the time of the visit, staff were actively engaged in providing the child care program to the children. All program areas were observed during the visit. Staff were not aware of who the designated person in charge was. We discussed that one should be appointed when both the Director and OSS are absent. The center will designate several "on call managers" to serve as designated person in charge if the OSS and or Director are not able to be present.

The visit consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Center Nutrition Practices Observed:

Meals are served family style in the classrooms and posted menus indicate that minimum nutritional requirements are met. The kitchen contains new equipment, sufficient storage for center food, and sufficient dish washing capacity to accommodate a center of this size. The center participates in CACFP. Menus are posted and meet guidelines. They are also posted on the center website. Food storage was adequate. No outdated food items were present and no food was stored on the floor on either visit. The kitchen was clean and orderly on both visits.

The center administration team manage the kitchen and nutrition for the center. Breakfast, lunch and two snacks are served

during the day. If children are present at the end of the day a 3rd snack will be served if the child's last snack was 2-3 hours earlier.

Food allergies should be posted in the kitchen so dietary staff are aware of menus and special dietary needs.

Center Health and Safety:

The building is 14,000 square feet, which is enough space to house up to 185 children. Finch said the center wanted to start with a more modest number, and then as interest in the center grows, she can hire more staff to meet the greater demand. Capacity is followed for each room.

As enrollment grows children at the center will eventually be divided into six groups, and will be supervised by staff trained especially for that age range: infant; 1-year-olds; 2-year-olds; 3-year-olds; 4-year-olds; and school age children ages 5-12.

The program is partnering with Fairfield High School and Indian Hills Community College to bring in high school and college students to work at the center. All volunteers will be at least 16 years of age and will sign a volunteer form and have the following in place before interacting with children:

(1) Have signed statements indicating no conviction of any law in any state or record of founded child or dependent adult abuse.
(2) Signed statements indicating no communicable disease or other health concerns that poses a threat to children.
(3) Signed statement indicating they have been informed of responsibilities as mandatory reporters.

They will undergo record check process if:
(1) It is included in meeting the required child/staff ratio.
(2) Has direct responsibility for a child or children.
(3) Has access to child or children when no other staff is present.

Prescription and non-prescription medication should be administered in accordance with licensing regulations, physician directions, and parental consent. Center compliance regarding staff and child hand washing, storage and maintenance of a first aid kit, emergency plans and drills for fire and tornado, environmental testing and the maintenance of any necessary detection equipment, and general regulations regarding safety and sanitation policies and procedures were reviewed. Tornado and fire drills will be conducted monthly and documented. January drills were missed. A lead based paint assessment is not required for buildings constructed after 1971. Water analysis is not required.

If staff are supervising children with special health needs or allergies they should be trained on the child's allergy action plan or health care plan. We discussed on the first visit all children with allergies should have allergy action plans signed by a physician on file. These were in place by February. CCNC Lauderman can assist with allergy action plans or other health care plans. This was addressed by DHS in January and February 17th. DHS discussed that all staff caring for the child with special needs should be trained on special health care plans or allergy action plans, that the plans and the medications should follow the child room to room indoors and outdoors. In late February an infant had an allergic reaction to formula. After this incident the program made a severe allergy sign that will go with children with severe allergies. If the child starts in one room but then gets moved to another room, the sign will move with the child and be posted on the cupboard. Signs will be made for all children with allergies to go with the child and will be moved with the child if they are moved to a different room for the day.

Ratio was met on the first visit. Positioning of staff so that staff can see all children under their care at all times is practiced. The Director has discussed supervision requirements with staff indicating staff must know the names and number of children assigned to their care. I discussed this with the administration team noting the importance of face to name supervision. The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. Administration understands practices must be in place and implemented daily.

All centers shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. Carbon monoxide detectors should be plug in and placed at opposite ends of the building. The Director reported the following via email on 2/27/23

Carbon Monoxide detectors were put in place January 23rd, then checked on February 27th. Smoke Detectors, Fire Extinguishers, Emergency Lights all in working order, documented on February 27th. Radon tests are complete, all tests came back as within average indoor radon level and results kept in DHS Binder. All units/appliances were inspected prior to opening. Director will arrange inspectors for next year.

Center Playground:

The center has a fenced and shaded outdoor play area immediately behind the center. The Childcare Outdoor Weather

Watch is consulted when outdoor play is questionable due to varying weather conditions. Playground inspections will be conducted monthly. Each child has at least 75 square feet of space when outdoors. The outdoor play area will be inspected monthly to ensure no potential tripping hazards or other safety hazards exist.. Areas of the fence that may become loose or gates that are settling will be monitored so that gaps between 3.5-9 inches are not potential entrapment hazards. A first aid kit is taken outdoors along with emergency medication.

The center has playground equipment in three distinct areas reserved for children of different ages, one for infants, another for toddlers and the third for children ages 5 and above.

Children should be taken outdoors if the Childcare Weather Watch deems outdoor play is appropriate.

Center Transportation Arrangements/Field Trips:

If field trips are taken in the future children will have field trip authorizations signed. Emergency contacts and a first aid kit will be taken on each trip. They currently are not providing transportation. If field trips are taken in the future ratio for field trips must be followed.

Center Administrative Records:

Child misbehavior is addressed by redirection, and positive reinforcement of appropriate behavior. The center is in compliance with regulations regarding required notices and postings and required written policies provided to parents in the form of a parent handbook. The program utilizes Brightwheel to communicate with parents throughout the day regarding menus, activities, etc..

Staff and child records were examined during this inspection. Staff and child records are mostly complete and well organized. They will be reviewed annually. Child files include updated physicals and immunization, emergency contacts, dental and medical information and pick up authorizations updated annually. Staff files contain professional development hours, CPR/First Aid training, UP and MR training, an approved physical, SING checks and fingerprint results. Any hits on SING checks or Fingerprints must be evaluated by the DHS Record Check Team.

The center has a specific Emergency Preparedness plan for this building. It will be reviewed annually with staff and they sign and date acknowledgement of such. Staff will sign the plan this month.

The center is consistently utilizing curriculum expectations, organizational tools, documentation in classrooms and for administrative duties and cleanliness.
The center utilizes Creative Curriculum and PBIS. The program participates with Ages and Stages 3 Questionnaire Screening Tool. The program participates with Ages and Stages Social and Emotional Questionnaire Screening Tool as well. The rooms include age-appropriate books and educational materials covering geography, anatomy, science, literature and art.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program participates in the I Smile Program. Free tooth brushes and tooth paste are provided to the children as well as free dental screenings.

The center building is new and has all new equipment indoors and outdoors.

The Cambridge Little Achievers Center has a five-member board of directors consisting of President Bryan Hunger, Vice President Teri Bockting, Terri Kness, Kate Van Pelt and Joshua Laraby.

3 Year old Preschool grants are available for incomes reaching up to 300% of poverty level, up to $180 - $200 per month grant.

Cambridge Little Achievers Center offers to employees:

Vacation time
Paid holidays
Flexible schedules
No late nights
No weekends
Discounted child care for employees

Working in the same center as your children
Free breakfast, lunch, and snacks
Attendance bonus
Early Childhood College assistance (90% covered)
Bonuses (the amount of the annual bonus is based on education). Great news, we are willing to partner with you to continue your education to receive bigger bonuses!
Early Childhood College assistance (90% covered, including books and a technology bonus)
Employee mentor program

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

1. 109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans. On 2/27/23 the Director stated, "We have added in our staff handbook :
Policies and procedures (this will be completed at our March 1, 2023 staff meeting)

o Policies and procedures are created/approved at the opening of the Center by the Director and the Board of Directors.
o Policies and procedures are reviewed and approved by the Board of Directors once a year.
o Emergency policies and procedures are reviewed, discussed and practiced once a month. (Tornado, Fire Drill are practiced monthly)
o This will allow all staff and children to be better prepared for these emergency situations.

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.

On 2/17/23 the Director emailed the following, "Alicia mentioned a couple of things that we need to do asap (fire drill - I will do one Monday and then every month on the same day), I will a confirmation once it is completed.

The Director reported the following via email on 2/27/23- Tornado and Fire Drills have been completed and documented on February 21st (Fire drill) & 22nd (Tornado Drill CORRECTED and ongoing drills required.

2. 109.9(2)g: Any child with allergies, a written emergency plan. Copy shall accompany child if they leave the premises. Allergy action plans have been sent home with parents. The Director reported the following via email on 2/27/23.
- Currently we have 3 with allergy plans. All three have a signed diet modification form and either a special care plan/allergy emergency plan. These were all completed prior to Jill's visit on the 17th. A copy can be found in the child's room, the kitchen and the office. On the visit on 2/17/23 some staff supervising a child with allergies had not been trained on the plan. ALl staff supervising children with allergies should be trained on how to respond to an allergic reaction and the medication should follow the child room to room, outdoors, etc.. CORRECTED

3. 109.4(2)d: Written plan developed for staff orientation regarding center's policies and licensing regulations. Orientation is in accordance with center's staff orientation plan. Staff should date and sign acknowledgment of training on all center policies and licensing regulations. The Director reported the following via email on 2/27/23,
o During Staff Orientation, all staff will be given Family and Staff policies and will sign after full review.
o A copy of policies can be found in the main office.
o Give new staff a copy of your policies on their first day of work
o Provide each staff with a checklist of information they will receive through orientation.
o Prior to employment a background check will be completed. If the SING or FBI finger prints are returned with record found, CLAC will follow the Comm 204 Licensing Standards and Procedures.
o A copy of the Comm 204 Licensing Standards and Procedures can be found in the office CORRECTED and must be updated annually or new staff trained as hired

4. 109.6(3): Another responsible adult is clearly designated as the interim on-site supervisor if the on-site supervisor is temporarily absent from the center. The Director reported the following via email on 2/27/23. not have to put in a request in i-Power, just have someone designated and have that written down that X person is in charge when Lisa and you are both gone.
- A posting has been laminated and hung at the front door that states: Director, On - Site Supervisor and the Person in Charge if both Director and On-Site Supervisor is not in the building. All staff in the building will know who the designated person in charge is moving forward. CORRECTED

5. 109.8(2)e: At least one staff is present in every room where children are resting. If ratio reduced to one staff per room during nap time, does not exceed one hour and ratio in center is still maintained. Ratio in infant rooms is always

maintained. Staff left the infant room to answer the door. This is a ratio violation.

On 2/17/23 the Director emailed the following, " I will need to make sure to have an extra person at all times. We actually did have an extra person but she was in the kitchen. I think I need to make signs too to ring the doorbell so if they are not right there, you can here it. you and Lisa are gone, it may be best to let kitchen staff know they are in charge of the door/phones. We have informed the kitchen help of this role as well as the person in charge will answer the door or phones if Director and On-Site supervisor is not in the building"

CORRECTED

6. 109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept. The Director reported the following via email on 2/27/23 -
Monthly playground inspection was completed and documented on February 21st. CORRECTED

7. 109.12(5)e: The provider shall follow safe sleep practices recommended by AAP for infants under one year of age: Infants shall always be placed on their back for sleep. Infants shall be placed on a firm mattress with a tight fitted sheet that meets Consumer Product Safety Commission federal standards. Infants shall not be allowed to sleep on a bed, sofa, air mattress or other soft surface. No child will be allowed to sleep in any items not designed for sleeping but not limited to, an infant seat, car seat, swing, bouncy seat. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, or loose bedding shall be allowed in the sleeping area with the infant. No co-sleeping shall be allowed. Sleeping infants shall be actively observed by sight and sound. If an alternate sleeping position is needed, a signed physician or physician assistant authorization with statement of medical reason is required. A young infant was asleep in a bouncy seat on the second visit. Cribs should be spaced at least three feet apart when children are napping. Cots should be placed at least two feet apart when children are resting.

The Director reported the child was asleep for only a couple of minutes. All infants should be transferred to cribs so they are conditioned to fall asleep in the crib. If staff need additional training on this practice IDPH can be consulted. Staff are aware of Safe Sleep rules. Ongoing correction required

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center begin in Full licensing status. The center is directed to correct deficiencies and continue compliance throughout the year. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period. .

IDHS recommends Director Finch continue contact Child Care Resource & Referral so Consultant Love may assist with the continued future compliance. IDPH Child Care Nurse Consultant Mandi Lauderman is also available for consultation in health and safety matters.

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.

IDHS encourages you to contact your local nurse consultant with IDPH on a continual 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. Consultant Love met with the program administration prior to opening and then again after opening in February assisting with IPOWER. She met with them a third time in later February to address issues noted above. DHS also spoke with Child Care Nurse Consultant Lauderman on 2/23/23 regarding Safe Sleep and ratio issues. She indicated she had conducted a medication administration class with staff recently. She agreed to follow up with Safe Sleep and ratio concerns.

*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.