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: 02-08-2024

X **Licensing Visit** X **Unannounced Visit** **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 06-01-2024 to 06-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 02-21-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An Unannounced licensing visit were made to Time For Tots Early Learning Center on 2-8-2024. 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.
Infant room - four children and one staff were present. The daily sheets looked good.
1 year old room - This room was combined with the toddler room at the time of my visit.
Toddler room - seven children and two staff were present. The children were having fun playing.
3 and 4 year old room - nine children and one staff were present. The children were participating in a book activity.
Preschool - The children were playing outside.
Staff had good interactions with the children, they were positive and 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.
Hayleigh is in ratio on a daily basis due to needing more staff.

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

Nutrition:
The center continues to have breakfast and lunch catered from Treat America/Company Kitchen. The center provides the breakfast and snack. Monthly menus were posted for lunch, menus are needed for breakfast and snack.
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 December 2023, 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.
Fire/tornado drills weren't done for December 2023 and January 2024. This continues to be a repeat violation. You must 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. Hayleigh said she hasn't been doing the monthly playground safety checks and said the big playground area is shared with Head Start and she didn't know she had to do monthly playground safety checks. There is also a small playground in the front of the center - playground safety checks weren't done for this area. You need to make sure the monthly playground safety inspections are completed for all of your playground areas. The playground safety check form was emailed to Hayleigh on 2 -16-2024.

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 and were incomplete- files need updated with current registration information for emergency contact information for the doctor and dentist, parent and pick up information - The name and phone number for the dentist is required. Some files need a current physical, or the annual statement of health for school age children. Please review all child files and have them updated with the required information.

Staff files were read and were incomplete - files need annual training hours, mandatory reporter training, universal precautions, some files need criminal and national record checks and some criminal record checks will expire soon. Make sure all staff have national record checks. Record checks must be updated immediately. Staff need current first aid/CPR training, Hayleigh stated the first aid/CPR training will be scheduled for the end of February - please have this scheduled immediately and let me know the date. 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 is trying to hire more staff but said it is difficult to find and maintain employees.
Hayleigh is wanting to train another staff person named Chelsie to help her in the office, but this has been difficult because Hayleigh and Chelsie need to be in ratio everyday due to not having enough staff. Hayleigh is upset because she is behind on completing her administrative duties due to needing to be in ratio everyday. I have encouraged Hayleigh to speak with the board and let them know she needs assistance with administrative duties.
Monthly staff meetings are recommended.

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.
The center has received consultation and training from Child Care Resource and Referral on a variety of topics.
Staff had good interactions with the children, they were positive 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 grants for equipment and supplies.

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

REPEAT VIOLATION - 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)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.
files need annual training hours, mandatory reporter training, universal precautions, some files need criminal and national record checks and some criminal record checks will expire soon. Make sure all staff have national record checks. Record checks must be updated immediately. Staff need current first aid/CPR training, Hayleigh stated the first aid/CPR training will be scheduled for the end of February - please have this scheduled immediately and let me know the date. Please review all staff files and have them updated with the required information. Make sure staff meet their training requirements.

REPEAT VIOLATION - 109.9(2): All files are updated at least annually and when a change occurs.
REPEAT VIOLATION - 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.
REPEAT VIOLATION - 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.
REPEAT VIOLATION - 109.10(1)b: School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions.
Child files were read and were incomplete- files need updated with current registration information for emergency contact information for the doctor and dentist, parent and pick up information - The name and phone number for the dentist is required. Some files need a current physical, or the annual statement of health for school age children. Please review all child files and have them updated with the required information.

REPEAT VIOLATION -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 done for December 2023 and January 2024. This continues to be a repeat violation. You must 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.

REPEAT VIOLATION - 109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
Hayleigh said she hasn't been doing the monthly playground safety checks and said the big playground area is shared with Head Start and she didn't know she had to do monthly playground safety checks. There is also a small playground in the front of the center - playground safety checks weren't done for this area. You need to make sure the monthly playground safety inspections are completed for all of your playground areas. The playground safety check form was emailed to Hayleigh on 2-16-2024.

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks.Menus planned one week in advance, made available to parents, and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking. Menus are needed for breakfast and snack.

Please send me an email by March 20, 2024 letting me know how the noncompliance items have been corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for Time For Tots for 6-1-24 to 6-1-2026.
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, completing record checks, getting staff signed up for training, a plan to complete fire/tornado drills and playground safety checks, completing breakfast and snack menus. Hayleigh may need assistance with training another staff person to help with administrative duties. She may also need assistance with a plan for addressing the noncompliance issues with the board and requesting help from the board.

Please send me an email by March 20, 2024 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.