

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

Name of Center: Happy Time Preschool & Daycare **Enrollment:** 231 **License ID No. (Reapplications):** 22653

Street: 3520 Ansborough AVE **City:** Waterloo **Iowa Zip:** 50701 **County:** Black Hawk

Mailing Address: 3520 Ansborough AVE, Waterloo, IA, 50701

Director's Name: Kathy White **Phone Number:** 319-235-6783

On-Site Supervisor(s): Jessica Benter & Kristin Swarts **E-Mail:** htdirector@cvcc.net

Date(s) of Visit: 01-15-2020

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

Date Inspected: 10-29-2019

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accreditation: 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:	<u>Year-round</u>		<u>School-Year</u>	<u>Summer Only</u>	
LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	28	60	72	59	219
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 02-01-2019 to 02-01-2021
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost

Date: 01-30-2020

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 01/15/20 I made an unannounced off year licensing visit to Happy Time Preschool & Daycare in Waterloo. I met with Pastor Kathy White, the director. She has been the director and with the program since July 2019 and she is the pastor of the church where the child care program is located. Kristin Swarts is one of the on-site supervisors. She has been employed with the program since May 2016 and was previously the director. She is now one of the preschool teachers. Jessica Benter is also an on-site supervisor. Ms. Benter was previously a director and she has a BA in elementary education. She was employed full time with the child care center from January 1999 until December 2015. She left the position to take a position with the church. She currently works part time for the child care center doing administrative tasks. The center employs 44 staff members.

Happy Time Preschool & Daycare operates out of the Cedar Valley Community Church. The program operates Monday through Friday from 7:00 am until 5:30 pm and serves infants through school-aged children. There is a preschool program for two and three-year-olds that operate daily from 8:00 am until 11:00 am. There is a preschool program for four and five year-old children that meet daily from 8:00 am until 12:00 pm. The children participate in chapel every Monday. There are currently 231 children enrolled.

The child care program operates out of the following rooms: infant room (six weeks to 12 months), a room for 12-18 month-old children, a room for children 18 months to two-years-old, two rooms for two and three-year-old children, two rooms for three and four-year-old children, and two rooms for four and five-years-old (pre-K). There is one school-age classroom known as Kool Kids. An inspection of each room was completed.

Windows provide natural lighting for the rooms in the new section of the church. The rooms in the older section and lower level use artificial lighting. The rooms are decorated with pictures of the children, the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays were posted. There is an area for circle time in each room.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, computers, art, dramatic play, writing, math, science/discovery, woodworking, sensory table, play dough, 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. Toys and activities in the centers are changed out regularly to prevent the children from getting bored and to engage them in new learning experiences.

The center has a binder of themes for each month. Staff members are able to determine which specific theme they use each week. Each room has an activity calendar and newsletter that is sent to parents each month to outline the activities for the month. I observed an activity calendar and lesson plans for every room except for the two and three-year-old class in room 134. The program is Christian based. All age groups attend chapel once each week. Themes are seasonally appropriate and the center also focuses on a Bible theme. They also focus on either a shape and letter or a color and number.

There was a phone with emergency numbers in the classrooms. Teachers also use two-way radios to communicate between rooms. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program and outdoor exits in all of the rooms. Daily schedules were posted in each room.

I reviewed documentation of monthly fire and tornado drills. There were missing tornado drills for March through June 2019 and missing fire drills for March, April and June 2019. These drills were missed while the previous director was in charge. She is no longer with the program. The new director knows the importance of the drills and has insured they are both being completed monthly.

I reviewed documentation of monthly playground inspections. A radon test was completed in April 2018 and is good for two years. Results were within EPA guidelines. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site on the upper level in the church kitchen and on the lower level near the hallway. Outlets were protected. The fire marshal inspection occurred on 10/29/19.

The program does not participate in the Child and Adult care Food Program (CACFP), but does follow the guidelines. A new menu is prepared each month. The program serves breakfast, lunch and a morning and afternoon snack. The children ages two-years-old and older eat lunch and snacks in the cafeteria. The two-year-old children eat their afternoon snack in their rooms. The two, three and four-year-old children are served their meals and the older children go through the line cafeteria style to prepare them for school. The younger children eat lunch in their rooms. Menus and allergies were posted.

Parents provide the infants formula, baby food and cereal until the children are old enough to eat table food. Bottles are washed in the infant room in a dishwasher.

The center uses Oxivir Tb to sanitize the food tables and disinfect the changing tables. Please note that when using Oxivir Tb on food surfaces it requires a clean water rinse prior to the children eating off the tables.

The parent information is located on a bulletin board inside the office and outside each classroom. The mandatory reporter, child care consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

Emergency Preparedness Plans have been completed.

You must post a daily schedule in the Kool Kids room. In the room for 18-24 month olds I observed diaper changes. The staff member did not use soap and water to clean the changing table prior to the disinfectant. This must always occur. The staff member states they were told this was not required. The staff member correctly changed and disinfected the changing tables after being told the correct procedure. This will not be cited as there was no pattern of disregard. There was a radio electrical cord that needed to be secured or put behind a shelf in room 132 for three and four-year-old children.

There is an automatic deodorizer in the infant room changing area that sprays when I would walk in the room. Aerosols cannot be used while children are present and they can trigger asthma attacks and cause respiratory problems.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center moved all of the programs to one side of the church for security purposes. They have cameras in the hallways and their goal is to add them to the classrooms. They are working with professional companies to figure out a way to secure the center.

Pastor White states they have amazing teachers that love the children they care for and show it.

Pastor White states they have longevity with their families and receive great parent support.

There is a waiting list for all of the rooms except for the pre-K rooms.

Pastor White states they have a before and after school program and they are a bus stop for children who attend Lou Henry Elementary. They also have a school-aged program they refer to as "Privileged" for children from other schools to attend on snow days and other days when there was no school.

Pastor White states the center works with Central Rivers AEA and they have been a great resource for parents.

Teachers are doing a great job with their curriculum. Teachers bring new ideas and activities and they change things out every season for the children.

The program uses two way radios to communicate between rooms and with the office.

The hallways of the program are decorated with art projects from the children.

The program provides a strong Christian based curriculum. The children attend chapel every Monday.

The center has a great facility for the child care program and the good church support. They have a large sanctuary to perform their programs for parents. They also have a large multi-purpose room and a gym in the dining area.

The program has been a ministry of the church since and provided child care since 1972.

INTERACTIONS:

The staff member in all of the rooms had amazing interaction with the children. They had great knowledge of developmental expectations for the children they care for. Staff members were interacting with the children at their level and maintained positive conversation with the children. For the younger children they were on floor and introducing them to activities. They used positive redirection when necessary. They created a fun and exciting environment for the children to learn. Child friendly music was playing in several rooms.

WORKFORCE STABILITY:

Pastor White states they post directly to the UNI job board to find staff members. They specifically ask for students with an early childhood interest. They also post on Indeed. Pastor White states to retain staff members they give them a raise if they have a positive yearly review. They work hard to create a team atmosphere for the staff members and they help one another out. They do a "character counts" activity where staff members place positive comments about each other and administration pulls one of the names out each week and the stay member will receive a gift card. They try to be flexible with staff member's needs and schedules. A staff member's child can attend the center for free and each child thereafter is fifty percent off. She states they have pretty good staff longevity.

WORKFORCE SKILL DEVELOPMENT:

To make staff members realize the greatness of working in child care they hold weekly staff meetings during nap time. One week they meet with the lead teachers and the next week they work with the associates. They talk about way to better ourselves, give trainings and encourage them to take trainings together. They talk to the staff members about being the best "you" they can be.

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

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.

There were missing tornado drills for March through June 2019 and missing fire drills for March, April and June 2019.

These drills were missed while the previous director was in charge. She is no longer with the program. The new director knows the importance of the drills and has insured they are both being completed monthly.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued for the remainder of the licensing period. 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.