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

Name of Center: Sieda Child Development Center **Enrollment:** 18 **License ID No. (Reapplications)** 52387

Street: 613 Indian Hills DriveBldg 16 **City:** Ottumwa Iowa **Zip** 52501 **County:** Wapello

Mailing Address: PO Box 658, Ottumwa, IA, 52501

Director's Name: Liz Fairchild **Phone Number:** 641-682-8741

On-Site Supervisor(s): Katie Thompson **E-Mail:** lfairchild@sieda.org

Date(s) of Visit: 05-27-2025

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:** 07-30-2025

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

Date Inspected: 09-30-2024

Comments : approved by Ottumwa Fire Department and required annually

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 X Other NA

Program Serves: 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	16	8			24
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 01-01-2024 to 01-01-2028
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 07-30-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

The Sieda Child Development Center is located on the Indian Hills Community College Campus where the previous Indian Hills Child Development Center was located. The center only contains two rooms at this time. The program plans to expand and add preschool classrooms in the summer months. The infant room serves ages 2 weeks-18mo, and the toddler room contains ages 18mo-3yr. The center is owned and operated by Southern Iowa Economic Development Association (SIEDA). The director Ms. Elizabeth Fairchild also directs several other SIEDA Head Start programs in southern Iowa. Ms. Fairchild has a BA degree in K-6 Elementary Education and 12 years of experience in Head Start programs. She was formerly a Head Start teacher for 4 years and was a Center Supervisor for 6 years. She currently directs Keokuk County, Jefferson County, and the Cardinal Community Partnership, Wapello County sites, as well as Appanoose and Davis County sites. Katie Thompson, the OSS has been employed with SIEDA since 2021 as the Child Development Administrative Assistant.

When a visitor arrives, they must enter the front door, as all other doors are locked. The building contains an area for check in, two offices, a staff lounge and restroom, a gross motor room, a full kitchen, as well as the childcare rooms. On 5/28/25 all program areas were observed on an unannounced initial licensing visit. The program is currently serving infants to age two-year-old children. Preschool age children will be added to the building in the fall. One preschool age classroom is currently being utilized by the Ottumwa School District.

Observation of Rooms:

The classrooms are clean, bright, attractive, and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The classrooms are self-contained. They have phones and have direct exits to the outdoors. The curriculum is Creative Curriculum. Interest centers available to the children and that will be added when preschool age children transition to the site include: blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, art, music and movement, science and discovery, sensory tables, writing center, and computer area.

Center Nutrition:

The center follows guidelines set for by CACFP. and serves both meals and snacks. The kitchen, pantry and food preparation areas are clean. No food was observed to be outdated, or improperly stored either in the pantry,. cabinetry or in refrigeration/freezer units. Thermometers were in the freezer and refrigeration units. The program has posted menus that appear to meet CACFP guidelines. Any child with food allergies has an allergy action plan on site. The kitchen was remodeled in 2022.with grant money.

Breakfast, a noon meal, and snacks are provided and prepared in the center kitchen by staff. Meals are served family style in the each room. Snacks are prepared by staff and served in the classroom. Posted monthly menus indicate that minimum nutritional requirements are met. No open food was observed in the unit. Other dry goods were stored appropriately. No food was observed to be stored on the floor. No expired food items were found.

Children dine at child size tables and sit in small chairs. During snack, the children are read to and staff sit and visit with the children. All tables, chairs and sinks are sanitized with IDPH approved products that I observed.

Center Health and Safety:

The center director directs other childcare programs and understands supervision and ratio requirements. The central reason for child care is that the "center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision." She has gone over this requirement with staff and each room has a plan to ensure this rule is met consistently. During the visit staff knew how many children they were supervising. Staff should have a hand off process discussing which children are present and how many. This can be achieved verbally, with a white board, a clip board, pictures of which children are assigned to which staff, etc..

Medication policies and procedures including prescription and non-prescription medication administration is in accordance with licensing regulations, physician directions, and parental consent. Medications (including sunscreen) are stored in their original containers with physician/pharmacist directions and label intact when on the premises. An ill/injured area is the nurse's office is available or a designated space in each classroom. All prescribed medication should have current pharmacy/physician label intact and accompanying documentation. Emergency medication should be stored with the child so it is accessible in an emergency.

Allergy action plans were discussed. CCNC Crouse can assist the program if assistance is needed. CCNC indicated on 12/15/23, "Any further guidance would be to reiterate; Keeping one plan in the child's file and one with the child at all times along with the emergency medications including epi pens/Benadryl or Diastat/Tylenol etc. Individual children's food allergies are posted where they can be seen in the classroom and wherever food is served. (Std. 4.2.0.10) " No enrolled children have documented allergies at this time.

The center must complete incident reports. Parents should be notified on the day of the incident involving a child that includes:

Minor injuries.
Minor changes in health status.
Minor behavioral concerns.
Incidents resulting in injury to a child.

The parent should sign and date acknowledgement of the incident report.

Room arrangements are neat and organized. In the gross motor room we discussed breaking shelving down to a few feet high so that toppling hazards are not present.

The children have access to sink/toilets in each classroom. The program meets rule of one toilet and sink for 15 children in each room. Hand washing posters were easily observed. At this time only young children are served. When preschool age children are added staff will ensure children do not use the restroom simultaneously without direct supervision.

Room lighting consists of both natural light from windows as well as adequate interior lighting. The classrooms and bathroom facilities were observed to be clean.

Storage and maintenance of first aid kits in each room were viewed. First-aid supplies were sufficient to address minor trauma. All teachers had the most recent first aid kit checklist. All kits should be labeled, (even mobile units).

Items reviewed each year during visits include: Tornado and fire drills should be conducted monthly. Medication procedures and required paperwork including allergy action plans. Handwashing and diaper changing routines. Safe sleep, Sanitizing and disinfecting. First aid kits are stocked and available in each room.

Ventilation and lighting are adequate. The center has a gross motor room. All cabinetry in each room is anchored to the wall. Restrooms are shared between rooms.

Environmental testing and the maintenance of any necessary detection equipment were reviewed. Radon testing was conducted in June 2023 and meets requirements. It is due every five years. Results were within EPA guidelines (under 4 pCi/L). Winger heating and cooling was present the day I was visiting to conduct an inspection. Non-battery operated carbon-monoxide detectors should be in the rooms. At least 2 units should be in opposite ends of the program space. The building was constructed after 1971. As a result a lead paint assessment is not required. The building is on rural water. As a result, a private analysis is not required.

Cabinetry or shelving that could be toppling hazards were anchored to the wall by the previous program.

The program has no pets or plants. Each program room should accommodate each child so that they have at least 35 square feet of usable floor space.

Food waste containers were covered in all rooms.

The program should utilize the correct Volunteer Form should they have volunteers in the future.

Emergency plans and drills for fire and tornado were reviewed. Drills should be completed monthly. Tornado and fire drills should be practiced and documented once a month. Emergency safety plans were posted in each room. Evacuation procedures were posted.

Center Playground:

Attached behind the center is a large wooded outdoor play area. The area is divided into sections so that the younger children and older children are separated. Mulch was added to the area last year. The Director agreed to ask Child Care Nurse Consultant Crouse to perform Injury Prevention Checklists indoors and outdoors. The Child Care Weather Watch is utilized to determine if outdoor play is feasible in varying weather conditions.

Staff from each room take out a First Aid Kit and any emergency medication for children they are supervising.

Each child should have a minimum of 75 square feet of usable space.

Playground inspections should be conducted and documented on a monthly basis. These inspections will be sent in to the main office monthly.
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Center Field Trips/Transportation:

The center provides no transportation at this time. Walking field trips may be taken around campus. CPR certified staff and emergency contacts are taken on field trips as well as first aid kits and emergency medications. If field trips are taken in the future each child shall have a signed field trip permission slip in their file. First aid kits and emergency contacts are taken on field trips. Field trip ratios must be followed.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavioral Interventions and Supports. Intervention strategies are developed for each child depending on their level of social and emotional skills. Interventions include reminders to the child of appropriate behavior, direct instruction in problem solving skills, redirection, planned ignoring, and positive reinforcement of appropriate behavior. Child misbehavior is addressed by PBIS. The center implements daily curriculum. Schedules and routines are in place creating an orderly yet fun atmosphere. The center has all required postings. Child and staff files are reviewed annually as well as incident reports. The building Director should ensure incident reports are being written.

Postings, including Emergency evacuation postings and mandatory abuse reporter, no smoking postings were observed hanging in the rooms were not on the parent boards. They should be posted where parents drop off or pick up children. The license and state consultant contact information were present. We discussed that the license should be posted when sent. A Copy of Comm 204 is kept in the office.

Emergency evacuation maps as well as 911, Emergency and Poison Control numbers, center phone & address posted by the phones in each room. A new emergency preparedness plan will be written. Staff will be trained on the plan, and an acknowledgement should be signed and dated by all employees.

Regulations regarding required written policies provided to parents in the form of a parent handbook.

Child files are reviewed annually. They are kept in child plus. All children are required to have updated physicals and immunizations. All children must have updated emergency contact information, dental and medical provider information and pick up authorization information. Ms. Thompson helps manage child paperwork for the program including recording child physical updates. Immunization audits should be conducted annually.

Staff files are reviewed annually. Katie Thompson, OSS provided me with these records (7/10/25). The program employs 11 staff. Iowa Criminal Record Checks (2 yrs), Staff Physicals (3 yrs), Fingerprints (4 yrs), Criminal Conviction Form (once), CPR (2 yrs) First Aid (2 yrs), Mandatory Reporter training (3 yrs), Continuing Education Hours were reviewed. All staff have taken Essentials training but one. This is now corrected. It should be noted SEIDA has an excellent history of record keeping and compliance with training and background check requirements. This is duly noted. All staff should be

in IPOWER.
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The Emergency Preparedness Plan is specific to the site. Staff are trained on it annually and sign and date acknowledgement of such.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center fulfills a need in the community.

The center Director has many years of experience directing Head Start programs.

The building is in good condition and was designed specifically for childcare.

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

1. 109.11(4)a Center must have safe outdoor program area adjacent to the center, with sufficient square footage to accommodate at least 30 percent of the enrollment capacity at any one time at 75 spear feet per child. Outdoor space must:

Be free from litter and unsafe materials and free from contamination by the drainage or ponding of sewage or storm water. Include safe play equipment and an area of shade.
Include fencing to protect from bodies of water or vehicular traffic. Mulch should be raked to ensure the correct amount of fall surfacing is beneath climbing equipment. A hole in the fence should be fixed outdoors.

109.11(8)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. Winger visited after the HHS visit and conducted an inspection. (CORRECTED) 6/26/25

2. 109.9(2)i: 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, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary. Seven child files needed updates.

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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 violations and continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact your local nurse consultant Jami Crouse. 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. Please visit the following website for more information. http://idph.iowa.gov/hcci/consultants Katie Thompson reached out to CCNC Crouse on 1/17/24 and asked her to visit the new program.

HHS encourages you to contact Child Care Resource and Referral consultant Karen Lauer. 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 CCR&R worked frequently with the center in 2019/2020 prior to the pandemic. Consultant Lauer visited the program on 1/24/24. She also took updated No Smoking signs in 2024 and visited the program in 2025..

Recommendations are for the program to continue working with both agencies utilizing supports of CCR&R and CCNC. CCNC Mary M. and CCR&R Consultant Karen Lauer conducted two Safe Sleep visits in 2025.

*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.