

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

Name of Center: Williamsburg Schools Staff Childcare Center **Enrollment:** 13 **License ID No. (Reapplications)** 52089

Street: 200 Jones Dr **City:** Williamsburg Iowa **Zip** 52361 **County:** Iowa

Mailing Address: PO Box 120, Williamsburg, IA, 52361

Director's Name: Sara VeVerka **Phone Number:** 319-668-1059

On-Site Supervisor(s): Natasha Menson **E-Mail:** sarapetrzelka@williamsburg.k12.ia.us

Date(s) of Visit: 10-30-2024

Licensing Visit X **Unannounced Visit** X **Off Year Visit** **Administrative Change**

LICENSING VISITS

X **New Application** **Re-Application** NA

Signed Application (470-0722) Received X **Yes** **No** NA **Date Signed:** 08-01-2023

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

Date Inspected: 01-13-2023

Comments : conducted by SFM Kabala, due every three years

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

Financial Type: Profit Non-Profit X NA

Accreditation: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age School-Age
 Get-Well Evening Care Special Needs

SCHEDULE: Year-round X 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	8	8	12		28
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 08-01-2023 to 08-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert

Date: 11-01-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Williamsburg Schools Staff Childcare Center is located in Williamsburg on the Williamsburg High School campus. The program is owned and operated by Williamsburg District. It consists of classrooms, a kitchen, a dining area and a restroom in a newly remodeled residential home designed specially for childcare.

On 10/30/24 I made an unannounced off year visit and met with OSS Menson and staff. Director VeVerka was not present the date of the visit. The program opened in August 2023. The center Director of this program is Sara VeVerka. Director Veverka exceeds 100 points required to be Director. She holds a BA from William Penn University and was a Special Education teacher for the School District for 3 years. Prior to that she was in physical education and health at the school. Natasha Menson is on site supervisor (2024).

The main entrance doors are locked and anyone visiting must be allowed in.

Program Observations:

The classrooms are bright, clean, and attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The curriculum is Creative Curriculum. Interest centers available to the children include: blocks, dramatic play, children's literature, toys and games, puzzles and small manipulatives, music and movement, art, science and discovery, sensory tables.

A parent board is present in the dining room. Books, hard surface toys, and creative dramatics are present in both rooms. Materials were organized and child accessible. The center appears to have an adequate amount of equipment for the children including toys and games, activities that appear to be of high quality.

Center Nutrition Practices Observed:

The program practices family style dining in a dining room. The program is not participating in the CACFP program at this time. Menus are posted. Food was stored appropriately in the refrigerator and freezer. Thermometers were present. No food was expired. All open food was stored in sealed bags or containers. All food items being served should meet CACFP guidelines.

Approved sanitizers and disinfectants are being utilized.

If any child in the program has food allergies, an allergy action plan must be present. Iowa Department of Public Health Child Care Nurse Consultant can assist the center in developing a plan if need arise. The plan should be signed by the parent and a physician. The plan should be posted so staff can reference the plan in the event of an emergency.

Center Health and Safety:

Prescription and non-prescription medication procedures at the center are in accordance with licensing regulations, physician directions, and parental consent. A School Nurse is available 5 days a week on campus. Currently no children in the program are on medication.

Regulations regarding storage and maintenance of a first aid kit were reviewed. The labeled First Aid Kits were accessible to adults only. All items included from the latest list issued are in the kit. An ill/injured area will be designated.

Regulations regarding environmental testing and the maintenance of any necessary detection equipment were reviewed. A new carbon monoxide detector was purchased in 2023 and present. In case it should become unplugged, an alarm is sounded. Radon testing is mandatory. Updated testing is due every five years. The recorded level is below 4 pCiL. The Fuel Burning Appliance Inspection is due annually and conducted annually by the Division of Labor Services. The School/childcare are on Rural Water, so water testing is not required. A visual Lead Paint assessment is not required since the building was constructed after 1971. The windows are fairly new and can be opened. Ventilation was not an issue the days of the visits.

General regulations regarding safety were reviewed. The may have volunteers in the future Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:

- a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
(2) A communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children.
- b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B
(2) Complete Form 470-0643, Request for Child Abuse Information.
(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitutes responsibilities as a mandatory reporter.

We discussed space requirements which are 35 square feet of usable floor space per child. Cabinetry is secured so it is not a potential toppling hazards.

Regulations regarding emergency plans and drills for fire and tornado were reviewed. Drills will be recorded monthly and documentation available for review. Sanitation policies and procedures were discussed. Food waste containers were covered.

The program should annually review IDPH recommendations for sanitizing and disinfecting. The program is using an approved disinfectant in the toileting areas vs. a sanitizer for food surfaces.

Regulations regarding staff and child hand washing were reviewed and hand washing posters and adequate supplies noted. Cribs and cots are spaced at least 2 feet apart when children are sleeping.

Center Playground:

The program utilizes an attached play area with a chain link fence. No commercial equipment is present. We discussed commercial equipment vs. household equipment. The designated outdoor play area is out a side door of the building. The local CCNC may conduct an Injury Prevention Checklist upon request.

All outdoor toys should be inspected and toys discarded or repaired if cracked, chipped or missing pedals, handlebars or other issues that could cause injury. Playground inspections should be conducted monthly. The Child Care Weather Watch is utilized if outdoor play is questionable due to varying weather conditions. This was sent to the Director on 8/21/23 by Child Care Bureau Chief Todd Savage.

The First Aid Kit and emergency contacts are taken out each time the children go for walks or utilize the outdoor play area. Outdoor space requirements are 75 square feet per child. This should be followed when children are playing indoors for gross motor activities.

Center Transportation Arrangements/Field Trips:

The school will provide transportation for the children for field trip purposes in the future if the center so chooses. At this time the program will take walking field trips only. Parents sign field trip authorizations when children are enrolled in the program. First Aid kits and emergency contact information, as well as a CPR certified staff are present on walking field trips. Emergency medication and emergency contacts will be taken. Ratio for field trips will be followed. Walking trips around campus are not considered an actual field trip.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavior Interventions and Supports which establishes a separate behavior intervention plan for each child depending on the level of the child's social skills. Interventions include verbal reminders of appropriate behavior, direct instruction in problem solving skills, redirection, planned ignoring, positive reinforcement of appropriate behavior, and short time out periods of age appropriate length.

Incident reports will be kept on file. Staff and child records are somewhat complete and well organized. All children have current immunizations and physicals. The children are not allowed to participate in the program without either one. Also reviewed were current emergency contact/pick up authorization information as well as current medical and dental provider information.

Staff files were reviewed. Physicals and criminal background checks have been noted as violations and will be addressed with staff. No staff in the program are under 18 years of age.

Required written policies are provided to parents in the form of a parent handbook. Evacuation of immobile children is in the handbook in the Emergency Preparedness Plan. The handbook also contains a biting policy, limited access policies and unlimited access policies. An Emergency Preparedness Plan for the building has been developed. It is recommended that the center build an emergency preparedness kit in case of emergency. The program has a specific Emergency Preparedness Plan and will train on it annually. They agreed to sign and date acknowledgement of such.

Required postings were present including Mandatory Reporter information, No Smoking signage and the DHS License. The program is aware that communicable disease postings must be present when required. The Child Care Consultant posting was present.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ratio is excellent.

The program meets a childcare need in the community.

The program is convenient for parents who have younger children that work in the school system.

The program consulted with Child Care Resource & Referral prior to opening. This is evident in the low number of violations

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

1. 109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse. At least one hour of training regarding universal precautions and infectious disease control. Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained. Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained. Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed. Some staff did not have PD hours.

2. 109.8(2)c: Children between 18 months and 3 years of age may be combined, if appropriate to the developmental needs of the child. If a child under 2 years is combined, the staff ratio of 1 to 7 shall be maintained, otherwise staff ratio may be determined by the age of majority of the children in the group.

3. 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. Number not in compliance: 2

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report. Number not in compliance: 2

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.

4. 109.11(1): 35 square feet of usable floor space per child. Rooms with cribs have 40 square feet of space per child. Capacity for each room should be followed throughout the day.

5. 109.11(2): A safe and properly equipped area is provided for infants that does not allow for intrusion by children over two years of age. Children over age two who remain in the infant area are placed at the recommendation of a physician or AEA due to a significant developmental delay. Children are placed for a limited time with DHS approval if doing so does not pose a threat to the infants. Older children were in the infant area the date of the visit.

6. 109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept. Outdoor play area inspections were not available.

109.11(3)a Center shall ensure that:

Facility and premises are sanitary, safe, and hazard free.

Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade.

Sufficient space provided for dining.

Sufficient lighting shall be provided.

Sufficient ventilation.

Sufficient heating.

sufficient cooling.

Sufficient bathroom and diapering facilities.

Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children.

Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.

Surfacing should be added below the climbing equipment.

109.11(7)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. Administration should secure a new fuel burning appliances inspection.

7. 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. Drills were partially recorded. The OSS agreed to resume these monthly and document compliance.

109.10(15)c Center shall develop procedures for annual staff and volunteer training on emergency plans. Staff will sign and date acknowledgment of training on the Emergency Preparedness Plan when the Director returns in November.

V. SPECIAL NOTES/RECOMMENDATIONS:

The center is aware they may access Iowa Department of Public Health Child Care Nurse Consultant Mandi Lauderman and Child Care Resource & Referral Consultant Malia Love on a consistent basis.

HHS encourages you to contact your local nurse consultant. 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> CCNC Lauderman visited the sister center in March conducting a safe sleep training and medication administration training and this center in May 2023 and conducted a hand washing training. Many staff from both sites were at the trainings offered in each building. They have a visit planned for later this year. CCNC Lauderman made a visit to the center prior to opening and has emailed the program providing information regarding handbooks, etc.. I did visit earlier this year, May 2, 2024 because I was able to work with ECI and get them some outdoor playground equipment. I have also provided consultation via email a few different times. I know the director had a baby as was off for a few weeks.

HHS encourages you to contact Child Care Resource and Referral consultant. 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> Consultant Love reported the following:

Williamsburg Schools Child Care Center(I have made contact 24 times, on site visits below)

1/12/2023: I met with the director and she gave me a tour of the space they are using for care. We discussed some suggestions for placement of items as well as going over Child/Staff File Paperwork, Center Postings, Questions about the checklist and about Policies. I followed up our visit by sending an email to the director with the fillable EP Plan, CCR&R

Website Link, Comm 204 and the DHS Licensing Notebook.

7/25/2023: I met with the director to do a walk through and go over paperwork before their initial license visit with HHS. We did a walk-through of the area and I gave suggestions about health and safety items. We then went over staff files, children files, policies and I walked the director through requesting her role in i-Power. I followed up the visit with emails for CACFP resources, EP Plan, and Policies.

Consultant Love also met with the program administration in 2024 helping them to prepare for the licensing visit.

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. Violations will be corrected by report of the On Site Supervisor. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period. HHS reached out to Consultant Love on 10/31/24 asking CCR&R to assist the facility in correction of the violations.

*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.