

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

Name of Center: Woodbine Latchkey Program **Enrollment:** 45 **License ID No. (Reapplications)** 14176

Street: 501 Weare Street **City:** Woodbine **Iowa Zip:** 51579 **County:** Harrison

Mailing Address: 501 Weare Street, Woodbine, IA, 51579

Director's Name: Faith Shamblin **Phone Number:** 712-647-2440

On-Site Supervisor(s): **E-Mail:** fshamblin@woodbine.k12.ia.us

Date(s) of Visit: 09-25-2017

Licensing Visit **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
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Date Inspected: 11-30-2017

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:		Infants (0-23 mo.)	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
General			20
Summer			0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	FULL license from 12-01-2017 to 12-01-2019
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Kathy DeGeorge-Evans

Date: 11-30-2017

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was made to Woodbine Latch Key on 9-25-2017. Woodbine Latch Key is located in the Woodbine Community School building. The center provides child care to preschool and school age children Monday through Friday. 6:00 am to 6:00 pm. There is a morning and afternoon preschool session. Full day child care is offered for in-service days, professional development days, holiday breaks and during the summer. Faith Shamblin is the director, she is also the preschool teacher. Faith is working on her associates degree in early childhood development through Iowa Western Community College. There are forty five children enrolled.

Observation of rooms:

The preschool program is called Tiger Tots - there are two program rooms. These rooms are located across the hall from the latch key program.

The rooms look nice and there are activity centers. There is a fun variety of age and developmentally appropriate equipment and supplies. The preschool age children are combined with the latch key program for a period of time in the morning and in the afternoon. There is a morning and afternoon preschool session, and no preschool sessions are held on Fridays. Please develop lesson plans with activities.

The Latch Key room is a nice large room with a fun variety of age and developmentally appropriate toys and equipment. There are two sinks in the room The restrooms are located in the Tiger Tots room and in the hall way. The children were in school at the time of my off year licensing visit. Some lesson planning is needed for this program as well even if the hours are limited.

Nutrition:

The program provides the daily snack. Lunch is prepared by the school. During the summer the children bring a sack lunch. Make sure you refrigerate the children's sack lunches.

Health and safety:

Radon testing was done in 10-2017 with a test result of 0.0 pCi/L.

An annual fuel burning inspection is required if you have fuel burning appliances. Let me know if your building is all electric or if you have fuel burning appliances.

Fire and tornado drills are practiced and documented each month.

If children are prescribed medication you must follow proper medication management procedures and complete the medication log.

First aid kits were properly stocked.

Please review your emergency plans and procedures.

Playground:

The school playground is used for the programs. You need to practice and document monthly playground inspections - I could not locate these on the day of my off year licensing visit.

Transportation:
Some children ride the school bus.

Administrative records:
Four staff files were read and were in good order.
Fifteen children's files were read and were in good order.
Staff meetings are held and the director talks with staff on a daily basis.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center participates in the Quality Rating System (QRS) and are a level IV.
I met with Faith Shamblin during my licensing visit.

New in 2016/2017
New director Faith Shamblin.
The center receives grants for new toys.

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

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 12-1-2017 to 12-1-2019.

*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.