

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

Name of Center: Alphabet Academy **Enrollment:** 46 **License ID No. (Reapplications):** 4125000051

Street: 6355 Beechtree Drive **City:** West Des Moines **Iowa** **Zip:** 50266 **County:** Dallas

Mailing Address: 6355 Beechtree Drive, West Des Moines, 50266

Director's Name: Faith Spencer and Cadi Beaty **Phone Number:** 515-223-1387

On-Site Supervisor(s): Caroline Kirkman (pending) **E-Mail:** director@alphabetacademywdm.com

Date(s) of Visit: 10/12/15

☐ **Licensing Visit** ☒ **Unannounced Visit** ☒ **Off Year Visit** ☐ **Scheduled Visit** ☐ **Admin. Change**

LICENSING VISITS

☐ **New Application** ☐ **Re-Application** ☒ **NA**

Signed Application (470-0722) Received ☒ **Yes** ☐ **No** ☐ **NA** **Date Signed:** 09/15/2016

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

Date Inspected: 07/18/2014

Comments : West Des Moines Fire Marshal.

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

Financial Type: ☒ **Profit** ☐ **Non-Profit** ☐ **NA**

Accreditation: ☐ **Accredited** ☐ **NAEYC** ☐ **NSACA** ☐ **Other** ☐ **NA**

Program Serves: ☒ **Infants (0-23 mo.)** ☒ **2 Years** ☒ **Preschool-Age** ☒ **School-Age**

☐ **Get-Well** ☐ **Evening Care** ☐ **Special Needs**

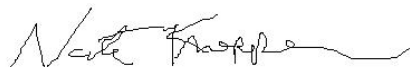
SCHEDULE: ☒ **Year-round** ☐ **School-Year** ☐ **Summer Only**

Hours	Year-round	School-Year	Summer-Only
Sunday	09:38 AM to 09:38 AM		
Monday	06:30 AM to 06:00 PM		
Tuesday	06:30 AM to 06:00 PM		
Wednesday	06:30 AM to 06:00 PM		
Thursday	06:30 AM to 06:00 PM		
Friday	06:30 AM to 06:00 PM		
Saturday	09:38 AM to 09:38 AM		

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	36	20	85	0	141
Summer	0	0	0	0	0

RECOMMENDATION FOR LICENSE:	
<input checked="" type="checkbox"/>	FULL license from 11-01-2014 to 11-01-2016
<input type="checkbox"/>	PROVISIONAL license from
<input type="checkbox"/>	DENIAL of initial application
<input type="checkbox"/>	SUSPENSION of license
<input type="checkbox"/>	REVOCATION of license

Licensing Consultant:



Date: 10/13/2015

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced, off-year visit was conducted on 10/12/15. Both directors were present for portions of this visit.

Alphabet Academy is a newer center in West Des Moines that was given permission to open on 8/4/14. The center actually opened for business on 9/29/14. The center is open year-round and serves children ages six weeks in age to roughly six years of age. The center is utilizing their own learning curriculum in their teachings with a focus on Montessori teaching.

The owner of the center is Angela Thrailkill. Angela has her Master's Degree in Computer Information Systems. Angela is involved in the day to day operations of the center. Faith Spencer is one of the directors at this center. Faith has her BA degree in Elementary Education and Special Education. Cadi Beaty is the assistant director. Cadi has her CDA and an AA degree in Early Childhood Development. Caroline Kirkman will be the on-site supervisor once she gets a few more hours of professional development training hours completed. She currently needs five more hours of training to meet the qualifications for on-site supervisor. All four individuals have past experience working in child care.

The main parent board is located in the foyer area of the center. In this area, the license, state consultant information, Mandatory Reporter notice, and weekly food menu were all posted. A No Smoking sign was also posting near this area. The main office is located directly off of the foyer area. To get into the main center area, parents have to enter a code.

INFANT ROOM: There is a "no shoes" policy in this classroom. This classroom serves children roughly six weeks in age to one year in age. When this room was observed, there were five children and two staff members present. One child was napping in a crib. All children have their own crib. Cribs are sanitized at least weekly and sheets are washed at least weekly. Children are initially placed on their backs to nap. No blankets are allowed in the cribs. The other children were awake and in various forms of free-choice play. Staff were sitting on the floor with children. Exersaucers and bouncy seats are discouraged, but can be used so long as not for more than 15 minutes at a time. All toys observed were age-appropriate and are submersed in bleach water daily. Daily sheets are completed for each child. Medications, if not given, also need to be documented.

TODDLER ROOM: This room serves children one year to two years in age and it divided up by younger toddlers and older toddlers. When this room was observed, there were five children and one staff member on one side and then three children and two staff members on the other side. Children transition from cribs to cots when in this room. However, if children nap on cots, sheets are needed for the cots. Cot and crib spacing was sufficient. All toys are again submersed in bleach water daily. Daily sheets are completed for each child. Medication, if not given, also need to be documented. This applies to diaper creams specifically. If a parent took a medication home and did not return it, but the authorization is still valid, then it should be noted on the medication form that the parent took the medication home and therefore, it was not given.

TWO YEAR OLD ROOM: There were six children and one staff member present. All children were napping on cots. Again, sheets are needed for cots. Cots are sanitized at least weekly. Toys are submersed at least once a week which is sufficient for children two and older. However, if any toy is mouthed, it is taken out of rotation after use until it can be submersed in bleach water. A proper diaper change was discussed. Diapering procedures were posted in all classrooms needing diaper changes. Hand washing signs were posted by all classroom sinks. A daily schedule was posted as was a weekly lesson plan.

THREE/FOUR/FIVE YEAR OLD ROOM: When this room was observed, there were 10 children and one staff member present. Most children were napping. Other children were laying down on their cots. Cots need sheets. Rooms can be reduced down to one staff during nap time so long as ratio as a whole is maintained at the center and it isn't more than one hour that only one staff member is in the room. The daily schedule was posted, but there were some issues between the times between lunch and the PM snack that will have to be changed. A weekly lesson plan was posted.

NUTRITION: The center is not part of the food program (CACFP) but they follow those guidelines. The food menu was posted for the week at the main parent board and in classrooms. All meal items were credible. The center serves an AM snack, lunch, and a PM snack. The center will provide a light, informal breakfast for children who arrive really early in the morning. Children two and older eat in the cafeteria. Children under two eat in their classrooms. The child-size tables and chairs are washed with soap and water, then rinsed, and then sprayed with a sanitizer. All dry and refrigerated food storage in the center was sufficient. Thermometers were present in

refrigerators and freezers. The center has hired a full-time cook. Food is purchased primarily from Hy-Vee or Sam's Club.

HEALTH AND SAFETY: The center will dispense medications to children as authorized by parents. All medications observed were labeled. Medication forms should not be in plain view of parents/visitors/etc. If a medication is not given (i.e. diaper creams) this too needs to be documented on the forms. Staff hand washing was observed during the visit. Most children were napping when rooms were observed so child hand washing was not observed. Hand washing signs were posted by all sinks. Each classroom has a first-aid backpack. There is also a first-aid backpack in the main office. Several fire and tornado drills need to be made up because they were missed. These need to be done monthly. Radon testing is past due. The center has the radon kits now and will be doing radon testing soon. The furnace was last inspected 11/15/14 so it will be coming due again next month. There is a functioning carbon monoxide detector in the cafeteria. Evacuation procedures were posted in all classrooms. The phone numbers for Fire, Police, and Poison Control were posted. The center should add their contact information to these postings. Floors are vacuumed and/or swept and mopped daily. Carpets are steam-cleaned several times a year.

PLAYGROUND: The playground is entirely fenced in and connected to the center building. The playground is divided into two different areas. One area is for children two and under. This area contained a couple of play houses and a couple of Little Tike slides. Ideally, these slides should be anchored down. The larger playground area for older children had a large climbing structure and a couple of rocking horses. There is a plastic dome cover on the climbing structure that was broken and needs to be replaced or removed. More mulch is needed in the fall zones (at least six feet) of the slides and under at least one of the rocking horses. The building and trees provide shade. Monthly playground checks are being conducted.

TRANSPORTATION/FIELD TRIPS: The center will go on their first field trip since opening in the near future. The center will be going to a pumpkin patch. The center knows they will have to bring a first-aid kit as well as children's emergency contact numbers. Field trips will be a regular part of programming. For transportation, the center will contract with the school district and take a bus. The center will also bring different agencies into the program for presentations.

ADMINISTRATION: The handbooks are now complete after being reviewed again at this visit.

No sub or volunteer files were reviewed.

Three children files were reviewed. Two of the three files were missing complete medical and dental contact information.

No staff files were reviewed at this visit. At next year's full licensing visit, at least 10% of staff files will again be reviewed.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

There is a secure entrance into the main center area. Parents have to enter a code to gain access.

There is a nice, open, inviting entrance into the center foyer area. The main office is located just off of this foyer area so the owner/director are accessible.

Enrollment has greatly increased indicating a need in the community.

The center has a full-time cook.

Classrooms are large, spacious, and nicely decorated.

There is a large clubhouse that can be used at times for large motor games and other child activities.

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

109.12(5)e. Individual crib or crib-like furniture is provided, is developmentally appropriate with waterproof covering, sufficient bedding, and meets recommendations of CPSC/ASTM.

All cots need to have sheets are a blanket/barrier between the child and the cot. **THIS IS A REPEAT REGULATION ISSUE FROM LAST YEAR, ALTHOUGH FOR DIFFERENT THINGS. THE OWNER STATED SHEETS ARE ON ORDER.**

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.

Complete medical and dental information is needed (name, address, and phone number). Two files were missing complete information. **THIS IS A REPEAT ISSUE FROM LAST YEAR.**

109.10(3)b. If medication is not given, a reason is cited.

There were a few medications (diaper creams included) that were not documented when not given and why.

109.10(15)b. Documentation for the current and previous year indicate that fire and tornado emergency plans are practiced once a month.

Fire and tornado drills were missing for February, May, July, and August of 2015. These drills will need to be made up.

109.11(7)b. Centers at ground level, that use basement area as program space, or have a basement beneath program space - testing and plan for remedy is conducted.

Radon testing was due in August of 2015 and is past due. The center does have the radon kits to perform testing in the near future.

109.11(3)a(2). Outdoor play area includes safe play equipment and shade.

More mulch surfacing is needed around the fall zones of the slides and one of the rocking horses (the bolts on this rocking horse also need to be pounded down into the ground). There is a globe, plastic window that is broken on the large climbing structure that should be removed and/or replaced.

109.15(1). Children present two hours or more offered food at intervals of not less than two hours or more than three hours apart unless napping.

The schedule in the three/four/five year old classroom needs to be changed in regards to the times between lunch and the PM snack. There should not be a group time right after children wake up based on the current documented schedule.

V. SPECIAL NOTES/RECOMMENDATIONS:

Medication authorization sheets should not be within the public's view. This issue was corrected during the visit.

The center address and phone number should also be included in the posted phone numbers for Fire, Police, and Poison Control.

It was noted the center is in the beginning process of QRS.

One child incident/accident report was reviewed and was insufficient. These forms should be more descriptive of how an injury or accident occurred (who, what, when, where, why, how).

It is recommended that the center include in their child forms a transportation/field trip authorization section. Parents should still be notified of all upcoming field trips.

It is recommended that parents list at least one person who can be an emergency pick-up for their child.

A corrective action plan is requested in regards to how/when the center is going to make up the missed fire and tornado drills. The owner of the center is aware of this request per a phone conversation on 10/13/15. The corrective action plan will be added to the center file.