

L reported the program has a total of 18 children (5 children age 3-years-old; 10 children age 4-years-old; 3 children age 5-years-old) enrolled and denied that Robin K was in ratio. Shannon L acknowledged that she is aware when Robin K is in paid status, she is allowed to only work in the kitchen and not be counted in ratio or engage in caretaking with any of the program children.

Jennifer Atkinson reported Robin K volunteered at ONV - 2 last school year (2012-2013) when her grandson was enrolled at the program. Ms. Atkinson talked about Robin K volunteering at least 5 hours each week. Ms. Atkinson went on to discuss how each family is required to complete so many "in-kind" (or volunteer) hours in the classroom each school year. Persons volunteering on behalf of each child can be a family member, extended family member, and/or family friend. Ms. Atkinson denied that record checks are completed on these required classroom "in kind" volunteers as they are not counted in ratio and are not involved in any caretaking duties. Ms. Atkinson reported Robin K has been substitute cooking at the program since the fall, 2013. Ms. Atkinson talked about some recent turn over in the assistant classroom position. Ms. Atkinson confirmed that Robin K does eat at the food tables with about 5 to 6 children. Ms. Atkinson reported Robin K is not in ratio but is in paid status when cooking and sitting at the meal table with children. Ms. Atkinson stated Robin K is at the program from 8:00am to 2:00pm when she substitute cooks. Ms. Atkinson talked about how she has known Robin K for years and that she has worked hard to change her life around.

Ms. Atkinson also discussed how she recently wrote a letter of recommendation for Robin K which stated the following "...The children enjoy her company and she interacts well with them. She visits and works with them during activities. Robin role models at the tables during mealtimes with manners..." Ms. Atkinson clarified that these statements were made based upon the time Robin K volunteered and completed "in kind" hours in the classroom. Ms. Atkinson acknowledged she is aware that when Robin K is in paid status, she is allowed to only work in the kitchen and not be counted in ratio or engage in caretaking with any of the program children.

While at the program, the following additional rule violation was noted:

109.10(16)d(1). Written permission shall include the conditions under which a sex offender may be present, including (1) The precise location in the center where the sex offender may be; (2) The reason for the sex offender's presence at the facility; (3) The duration of the sex offender's presence; and (4) Description of the supervision that the center staff will provide the sex offender to ensure that no child is alone with the sex offender. 109.10(16)d(2). Before giving written permission, the center director shall consult with the center licensing consultant. The written permission shall be signed and dated by the center director and the sex offender and kept on file for review by the center licensing consultant

Ms. Atkinson talked about how there is a parent who is a sexual offender. Ms. Atkinson reported this parent has come to the center a few times to pick-up and/or drop-off his/her child. Ms. Atkinson discussed concerns if the sex offender was to come to the center to volunteer and/or for a program event (such as a holiday program). Ms. Atkinson talked about how record checks are not done on volunteers but staff "just stumbled upon information" that this particular parent is a sex offender.

Special Notes and Action Required:

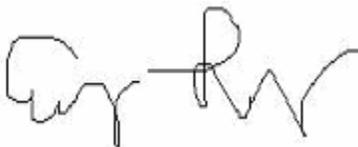
Ms. Atkinson, Shannon L, and Ms. Sullivan verbally discussed the parameters of Robin K's employment at the program. This includes that Robin K is permitted to be a part-time substitute cook only and that she may not be responsible for child care while at the child care facility. Written documentation that management has discussed/reviewed the parameters of Robin K's employment with Robin K and all staff is required within 30 days of receipt of this report. Please forward this written documentation to the license consultant.

A written plan regarding the known sex offender parent and the parameters of his/her presence at the program is also required. A copy shall be submitted to licensing within 30 days of receipt of this report.

Failure to complete the above could result in change to the program's license status.

If you feel something is unclear or unjustly cited, please contact me (phone 319-892-6827; email alyons@dhs.state.ia.us <<mailto:alyons@dhs.state.ia.us>>) so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If I have failed to provide for you any information discussed during my visit, please contact me and I will forward the information to you. Thank you.

Consultant's Signature:



Date:

02/20/2014