Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Learning Tree Daycare Center, LLC

Provider No.: 50434

Address: 3712 Avenue L , Fort Madison, IA, 52627

County: Lee

Director's Name: Shawna Hamilton

On-Site Supervisor: Stephanie Andrews, Merisa Duce

Phone Number: 3193728697

E-Mail: learningtreedaycarecenter@gmail.com

HHS Visit Date: 02/14/2025

Licensing Period: 01/01/2025 to 01/01/2027

Fire Inspection:

Date Inspected: 04/03/2025

Comments: completed by Ft. Madison Fire Department, Joey Herren, due annually

Report Visit Type:

- [ ] PTO
- [ ] Licensing Visit
- [ ] Drop In
- [X] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 4

- [ ] Accrediation

Program Duration:

- [X] Year-Round
- [ ] School Year
- [ ] Summer Only

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CHILD CARE CENTER ANNUAL EVALUATION

Program Population Served:

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	24	21	43	12	100
Summer					0

1. Basic Overview

The Learning Tree Daycare Center LLC is a full day child care center located in a residential neighborhood in Ft. Madison. The center offers full day child care to children ages 6 weeks to school age. The building is one story with a full basement. The center is owned and operated by Shawna Hamilton. Ms. Hamilton was a registered in home child care provider for 8 years prior to purchasing this business. She has an Associate's in Child Development and has taken the 20 hour Child Administration Course. The center opened in 2018. The building housed a childcare center under different ownership prior to Shawna Hamilton purchasing the building. It has existed as a childcare center in the Fort Madison community for several years. The building was specifically constructed for child care.

The center has several people who qualify or act as OSS. Stephanie Frantz and Merisa Duce On Site Supervisors.

An unannounced licensing visit was made to the center on 2/14/25. All areas of the program were observed on that date and addressed on the visit. Discussions consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Infants through age 3 are served upstairs in separate classrooms. Preschool and school age children are served in the lower level.

Center Nutrition Practices Observed:

Meals and snack are prepared in the center kitchen and served in an adjacent dining area. Meals are served family style and posted menus indicate that minimum nutritional requirements are met. Cold and dry food storage was adequate. All food waste containers were covered. The small refrigerator in the infant room contains a thermometer. Thermometers are required in cold food storage to ensure refrigerator temperatures are observed frequently and that cooling temperatures are at least 40 degrees or cooler (recommended temperatures are 32-40 degrees).

Children ages 2 and older dine in the kitchen. Daily arts and crafts are conducted in the kitchen area. The dining area contains a small hand washing sink and a water fountain. Food waste containers were covered. Thermometers were present in the main refrigerator/ freezer that I could easily find within minutes. Dry food storage was adequate. Several cans were checked for expiration dates. All cans were well within expiration date status. Several bags of food had been opened and were resealed. No food was stored on the floor. Behind the pantry a small janitorial area exists. The pantry was orderly and clean. Staff also kept their belongings in this area, which is not accessible to children.

Food allergy alerts were posted in the kitchen area.

CHILD CARE CENTER ANNUAL EVALUATION

The kitchen area is clearly segregated from the child dining area (gate, etc..). The center is now participating in the CACFP program. CACFP menus and guidelines are followed and posted.

Center Health and Safety:

The center does administer prescription medication. Medication is kept in a high cabinet inaccessible to children. The Director has medication administration training as do both On Site Supervisors and another staff member. The First Aid Kit was stored out of the reach of children. It did contain the latest IDPH item checklist. Carbon monoxide detectors are on each floor. The furnace inspection is completed annually.

Cathy Luna the previous owner of the building since 2000 indicated the building was originally constructed in 1976. Due to the year of construction a lead-based paint evaluation is required. Any chipping paint should be monitored. The center is on city water, therefore does not require water analysis be conducted. It was recently performed in October 2025.

Radon testing was conducted in the past 3 years Results were below recommended levels of 4 pCi/L. Updated testing is due every 5 years and should be conducted in winter months when the ground is frozen. Each room in the Center has windows for ventilation. Ventilation has been added to the basement. The furnace room was clean. General safety regulations were reviewed. I observed completed monthly Fire and Tornado drills.

The indoor space design must allow for ease of movement by children. Ample space must exist to conduct both individual and group activities. Sanitation policies and procedures were reviewed. The center uses Oxivir TB and bleach water mixtures as disinfectants. Toilet plungers are placed in containers in restrooms. Cleaning schedules are followed for each room.

Medication procedures are followed. Any child with allergies has an allergy action plan on file with a physician signature. The plans are posted in the classroom with the child so staff can refer to the plan in case of an emergency.

Outdoor Play Area:

The center has separate fenced, naturally shaded, outdoor play areas for toddler and preschool/school age children. The toddler area has plastic toddler activity toys, swings, and a small geodesic climbing toy. Fall zones are surfaced with poured rubber (new in 2022). The preschool/school age area has a large, metal climbing toy, swings, and a variety of low, unanchored climbing and activity toys. Playground safety checks were conducted every month per my observation.

Children should have an opportunity to play outdoors at least one time per day weather permitting. The Child Care Weather Watch poster is utilized to determine if outdoor play is appropriate. First aid kits, emergency contacts and emergency medications are taken outdoors.

CCNC Amy Hayes conducted a Health & Safety audit on 8/10/22. This is best practice and duly noted.

Center Transportation Arrangements/Field Trips:

The center does not own a vehicle and provides no transportation. If walking trips are taken a first aid kit and emergency contacts should be taken along on each trip. All children have field trip authorizations signed by parents in their file in case staff walk the children to a nearby park. Field trip ratios are followed.

Center Administrative Records:

Center regulations regarding required notices and postings were reviewed as well as required written policies provided to parents in the form of a parent handbook. The center's license, license consultant information, a mandatory reporter posting, and no smoking signs posted in front door were all present. 911 and Poison Control numbers were posted as were emergency evacuation maps.

The center handbook contained an unlimited access policy as well as information on medication procedures, food and nutrition, daily activities, center philosophy, illness/injuries, and infection control, etc...

Child and staff files are reviewed annually. The Director has a tracking sheet on each staff member and child and ensure

documentation is updated annually. An immunization audit is conducted by CCNC (Amy) annually. The center now utilizes ProCare software to assist with tracking. We discussed incident reports should still be in paper form so that parents may sign and date acknowledgement of the report.

Child files include updated physicals, emergency contacts, pick up and field trip authorizations, dental and medical information and immunizations.

Staff files include Mandatory Reporter training, CPR/1st Aid training, professional development hours (due annually), Universal Precautions training (upon hire), SING checks (due every 2 years) and fingerprint results (due every 4 years) and updated physicals (due every 3 years).

The center has an updated emergency preparedness plan. Staff signed and dated acknowledgement of annual training on the plan.

2. Identify Observed Strengths of the program

The center was proactive in working with Jodi Norton, CCR&R Consultant prior to and after opening. The center has a new CCR&R Consultant, (2020) Malia Love they access when needed.

The center met with Cyndi Mason, IDPH CCNC in the past. CCNC Amy Hayes who they have met with at least annually from 2020-2025.

The center has an IQ4K rating of 4.

The center Director collaborates with other area Directors on a regular basis.

3. Identify the aspects that fall below the standard

109.7(2): Center directors and all staff have the required contact hours of training.
Number not in compliance: 5

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.

109.15(1): Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines.Staff shall provide supervision at table during snacks and meals.Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

5. Special Notes/Recommendations

*** This is an administrative change noting a change in hours. Care will now be provided from 5 a.m. to 5:15 p.m.

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

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. It is important

CHILD CARE CENTER ANNUAL EVALUATION

to note, all HHS licensing standards and procedures must be maintained during the renewal period.

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 Hayes stated on 6/2/24," I send monthly newsletter and updates as needed. Below are 2 specific things we worked on:

2/27/2024 I spoke with Shawna regarding a new child they received with Allergies. We discussed the care/action plan, medication etc.

3/12/2024 A parent brought in a medication in a syringe, unlabeled. We discussed the medication administration policy.

1/16/2025- Medication Administration test out for 5 staff

2/4/2025-Onsite visit

Monthly newsletters and updates sent as needed.

Thanks,
Amy
Amy Hayes BSN RN
Child Care Nurse Consultant
Immunization Nurse
Lead & TB Nurse'

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the HHS 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 stated on 6/4/24, " On 8/11/23 I spoke with them about policies and immunizations and exemptions. There are several other entries but they are all about IQ4K and those requirements.

Consultant Love reported the following for the past year. "All of my visits have been strictly for IQ4K or i-Power. CCR&R visited once in the last year (2025), Jodi and I for IQ4K."

Date: 11/05/2025

HHS Licensing Consultant: Jill Seibert

CHILD CARE CENTER ANNUAL EVALUATION

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.