Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: The Learning Journey

Provider No.: 7224

Address: 15111 214th ST, Council Bluffs, IA, 51503

County: Pottawattamie

Director's Name: Lisa Wilcox/Assistant director Jordan Hiffernan

On-Site Supervisor: Mindy Roesler

Phone Number: 7122563978

E-Mail: lhiffernan@aol.com, Jordan.wooten@hotmail.com

HHS Visit Date: 06/05/2026

Licensing Period: 07/01/2026 to 07/01/2028

Fire Inspection:

Date Inspected: 05/12/2026

Comments: Plan of correction received 5/14/26

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	7:00 AM to 5:30 PM		
Tuesday	7:00 AM to 5:30 PM		
Wednesday	7:00 AM to 5:30 PM		
Thursday	7:00 AM to 5:30 PM		
Friday	7:00 AM to 5:30 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	15	17	30	11	73
Summer					0

1. Basic Overview

An unannounced licensing visit was made to The Learning Journey on 6/5/26. The Learning Journey is located adjacent to Lisa Wilcox's parents' home on private property. The center was a very large garage that was renovated. The center opened in July 2008. Lisa Wilcox and Jordan Wooten are the directors. Mindy Roesler is the on-site supervisor. Mindy or Candace is in charge when Jordan is gone. Lisa has her Bachelor's Degree in Elementary Education and Jordan has a Bachelor's Degree in Business. Child care services are offered to infants to school age children from 7:00 AM to 5:30 PM Monday through Friday. There are 72 children enrolled in the program. I met with Mindy during my visit and talked with Jordan on 6/9/26.

Observation of rooms:
The center is a locked facility. Staff and parents have key fobs to get inside the building. Each key fob has its own code so the center can easily stop the key fob, if needed. Upon entering the building, there are punch cards for parents to clock their children in and out. Lisa makes all the learning lesson plans and Mindy makes all the summer lesson plans and fun weeks. The daily schedule and lesson plans were posted in every room. Fire and tornado emergency diagrams are now posted near every door and in every programming room. All of the children except the infant age children were outside playing during my visit. The infant room is from six weeks to 18 months. They have bouncers, but once a child is able to sit up, they don't use bouncers anymore. They only allow a child to be in it for 10 minutes and they watch the clock to keep track of time. There was only one evacuation crib and at least one more is needed although it is not required. It would be good to have an evacuation crib for every four children; however, the center can decide how best to evacuate the infants in the event of an emergency when they practice their monthly fire drills. Staff said they put the youngest in the crib and carry the older children out. The cribs were placed end to end. I talked with Mindy and staff about trying to reconfigure the room and spread out the cribs so the cribs are not next to each other to help reduce the risk of spreading illnesses. The preschool area

is a large room that was broken into three groups. All three groups were for three-year-olds to school age. There are a fun variety of age and developmentally appropriate toys and equipment in each room. Each room had lesson plans/activities. The staff were nurturing and attentive to the needs of the children. The center uses the Tadpole app to communicate with parents and infant daily sheets. The daily sheets looked good. The center purchases new toys and equipment regularly.

Nutrition:
Meals are prepared on site and menus are posted on a four-week rotation as well as on Tadpoles. The center provides breakfast, morning snack, lunch, and afternoon snack. The kitchen was clean. There are thermometers in the refrigerator/freezers. All dishes, including bottles, are washed in the kitchen. The center is on the federal food program.

Health and safety:
The center follows the medication management procedures when a child is prescribed medication. Four staff members are medication administration certified. One child is on an emergency medication that is kept in the office. I suggested keeping the rescue inhaler in the child's programming room in their emergency bag. This would make sure the rescue inhaler is with the child at all times, both inside and outside. Monthly fire and tornado drills are practiced and documented. Radon tests were completed in June 2025 and all test results were under a 4.0 pCi/L. Radon testing is required every five years as long as the results are below 4.0 pCi/L. The center follows the water testing protocols that are required. Staff test the water daily and Lisa tests weekly, monthly, and yearly. The building is all electric so no fuel burning inspection is required. Carbon monoxide/smoke detectors are combined in every room. There was a small first aid kit in every room and larger ones throughout the building. Toys are rotated regularly because Lisa buys new toys frequently. All cribs and knapsacks had sheets that are washed weekly or more often, if needed. The center uses Purell Surace for sanitizing and disinfecting, which has been a big help for the center. They no longer need to mix any sanitizers or disinfectants which has been an issue in the past. The center uses the three-step bottle procedure: 1. Soap/water for cleaning, 2. Water for rinsing, and 3. Your EPA and child care approved product for sanitizing and disinfecting. Public Health comes out yearly to review the immunizations.

Playground:
The center has a very nice playground with a climbing structure. The playground is split into two different areas based on ages. There is an area for toddlers to three years old and the other side is for four years old and up. Monthly playground safety inspections are documented. The center uses pea gravel for surfacing.

Transportation:
The center doesn't provide daily transportation services. The center walks the children to the street for them to catch the bus to and from school.

Administrative records:
Jordan maintains daily contact with the staff and has staff meetings on almost a monthly basis. Ten children's files were reviewed. One was missing a current physical exam and one child's immunizations were on the wrong form. Jordan said when parents bring the immunizations and they are on the wrong form, she will email them to the Pottawattamie County Public Health nurse to have them put on the correct form. Three staff files were reviewed and were in excellent condition.

2. Identify Observed Strengths of the program

Lisa and Jordan are very enthusiastic and proud of their program. They provide quality child care services and are an excellent resource to the community. Lisa maintains frequent contact with Jordan. Jordan and Mindy are always very friendly, organized, and helpful during my visits. The center has special programming and visitors that come to the center for presentations and interactive hands-on learning. The center uses the Tadpole child care app for communicating with parents, daily sheets, etc. Jordan identified their strengths as staff longevity, staff's communication with each other, and staff's communication with parents.

3. Identify the aspects that fall below the standard

109.9(2)i: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary. Ten children's files were reviewed. One was missing a

current physical exam and one child's immunizations were on the wrong form.

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

5. Special Notes/Recommendations

A full license is recommended for 7/1/26 to 7/1/28.

Targeted Assessment Behavior Management
I discussed with Jordan her oversight of behavior management related to helping childcare staff: 1. Understand expectations, 2. Managing frustrations, 3. Monitor performance. Jordan said the preschool teachers are very good with handling any behaviors as they arise. When needed, Jordan or Mindy will model how to react and direct a staff if they are frustrated. In the office, they can hear the teachers in every room so are able to recognize if someone needs assistance. Some of the more seasoned staff have PBIS training. All staff is provided with additional training on how to address behaviors depending on which room they are in.

Date: 06/09/2026

HHS Licensing Consultant: Tausha Bottorff

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**.