Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Kids in the Village

Provider No.: 51714

Address: 4114 Madison ST, Elk Horn, IA, 51531

County: Shelby

Director's Name: Melanie Cox

On-Site Supervisor: Kadense Bradley

Phone Number: 7127645488

E-Mail: kitvdaycare@gmail.com

HHS Visit Date: 05/27/2026

Licensing Period: 06/01/2026 to 06/01/2028

Fire Inspection:

Date Inspected: 09/18/2025

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 1

- [ ] Accrediation

Program Duration:

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

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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	8	5	20	2	35
Summer					0

1. Basic Overview

An unannounced licensing visit was made to Kids In The Village on 5/27/26. The center is located in the Exira-Elk Horn-Kimbalton Community School (middle and high school). The center provides child care for infant age children to school age children, Monday through Friday, 7:00 AM to 5:30 PM. School age children only attend in the summer. The center opened on June 1, 2022. Melanie Cox is the director. She became the director on 3/25/24. Melanie has worked at the center since September 2022. She has her associate's degree in early childhood education and is working on her bachelor's degree. There are 30 children enrolled at the center.

Observation of rooms:
Two programming rooms are being used at this time. There is one large room that is split into four areas with partitions separating the four areas. There is an area for infants, one to two years old, two years old, and a lunch area. There is a separate room for three- to four-year-olds. Children under the age of two years old are to be free from intrusion from children two years old and older. When I arrived, there was a child that is 16 months combined with two-year-olds. This is not allowed. The infant room had no children present when I initially arrived, but there was one child present before I left. The infant was swaddled. Swaddling is not recommended for children at child care. There was no separate garbage can specifically for diapers in multiple rooms. Soiled diapers shall be stored in containers separate from other waste. There was a plastic bag on the floor. There was also an empty box on the floor that had plastic in it. This is a safety hazard. Please remove all plastic bags and loose plastic from the room. There were cardiorespiratory monitors that the infants wear that were charging. Do not use home cardiorespiratory monitors as a strategy to reduce the risk of SIDS. Please remove these monitors. There were a dehumidifier and fan on the floor at one end of the infant room. There were cords running from the fan, dehumidifier, and cardiorespiratory monitors that would pose a risk for strangulation of the infants or an infant could have pulled the monitors off the shelf and onto themselves. They are also a choking hazard. Please rearrange the room so

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the dehumidifier and fan are not accessible to the children. You can barricade them off with a shelf or some other piece of furniture. Staff moved the one-year-old child into the area for one to two years old. At that time there was one child and one staff member. The two- and three-year-olds had six children and two staff. I observed one child playing in the garbage can that had used diapers. The stairs to get the children to the handwashing sink were on top of the sink on the countertop. They are kept on top of the sink so the children don't climb on them. These stairs are put on the floor so the children can climb to wash their hands. Children could easily pull the stairs onto themselves when they are on top of the counter. Melanie is trying to come up with a different solution. She would like stairs underneath the sink that are on tracks and could be pulled out when they are needed. The staff were positive and attentive to the needs of the children. Proper diapering procedures were observed. The daily sheets looked good. Melanie said they do daily sheets for children of all ages; however, even though they are posted on the Playground App, the parents don't have access until the end of the day. If staff need to communicate with parents or parents request updates during the day, staff message them directly on the Playground App. The other room had children from three years old to five years old. There were seven children and one staff present. There are two small toilets for the children with a handwashing sink outside of the restrooms. There is a diaper changing station although they have no children in diapers currently. The center uses Creative Curriculum, but none of the rooms had any current lesson plans. The lead teachers in each room are to create the lesson plans. They did have daily schedules. The children are not required to take a nap, but they are given the option of rest time or quiet play. Napping is not required but all children under six must be offered a rest period. The teacher reported if the children want to take a nap, they place blankets in the library area. The other children are able to play quietly. The center also uses the old gym. They use scooters, trikes, and bikes in this room. They have a great variety of age and developmentally appropriate toys and equipment that are rotated at least monthly. The center uses the Playground App. There are two cameras in each room and a camera that is able to view the children when they walk to the older kid's playground. There are cameras on the playground. The school has a camera that views the infant playground.

Nutrition:
The center has their food brought in from Company Kitchen. Company Kitchen provides breakfast, lunch, and afternoon snack. They began using Company Kitchen in July 2025. Menus were posted, there are hard copies for parents, and they are also on the Playground App. Thermometers were in the refrigerator and freezer. The temperature in the refrigerator was too cold. Please double check the temperature. It should be between 33 and 40 degrees. It was below 32 degrees. The center is on the federal food program. Proper food storage was not observed. I observed cheese, cereal, bagels, and muffins all in opened bags. Once an item is opened, please place it in an air-tight container and label it with the date. The center has a dishwasher and sanitizer in the kitchen. The cupboard below the sink did not have child safety locks on it. It had dishwasher liquid detergent and dishwashing pods that would be accessible to children. Please put child safety locks on all cupboards.

Health and safety:
Fire and tornado drills were practiced and documented. They did not have April documented but Melanie reported they completed the drills. The Department of Education is responsible for making sure the radon testing is completed. Radon testing was done in July 2025 and was in the acceptable range. Melanie said the center has all electrical appliances, although the school has fuel burning appliances in the kitchen. The fuel burning inspection was completed on 9/23/25 and was determined to be acceptable. Please check with the school to see if they have a boiler. If they have a boiler, a boiler inspection report is needed. There are carbon monoxide detectors in every room. The center will follow medication management procedures when a child is prescribed medication. Melanie and the lead teachers are all medication administration certified. Purell multipurpose is used for both sanitizing and disinfecting. It's premixed and doesn't need to be mixed daily. Bleach water is used for toys at the end of the day. The bleach water is made daily at the end of the day and mouthed toys are sanitized at that time. It is mixed daily and staff use the recommended ratio. There are signs posted as to what is sanitized and what is disinfected as well as which sinks are used for handwashing and which are used for food prep. The dishwasher is used also. Diapering and handwashing procedures were posted. There was not a diaper changing procedure posted in the one-year-old to two-year-old room, but with the layout of the room it makes it difficult. Make sure you have your emergency policies and procedures and review them with staff frequently. Melanie said they review them at time an employee starts and twice a year thereafter. There is a first aid kit in every room. There is a backpack in every room that goes to the playground and a fanny-pack that goes to the gym when each programming room leaves the room. Please post handwashing procedures in the restrooms that the school age children use.

Playground:
There is a playground for three- to five-year-olds. The rubber tiles are being replaced this summer. There are climbing structures, playhouse, sandbox, tunnel, balls, and toys. Trees provide shade and there is also a shade tarp. The infant playground is for one-and two-year-olds. They have toys, slides, teetertotter, mushroom tunnel, mushroom stool, slide, and

climber. There are rubber tiles for fall surfacing. The infant/toddler playground has a shade tarp. Monthly playground inspections are conducted although April's was not documented. Please make sure to complete and document playground inspections for each playground every month.

Transportation:
The center doesn't provide transportation services.

Administrative records:
Three staff files were read. One was missing first aid/CPR, two were missing Universal Precautions, one was missing their annual personal development hours, and one did not have a physical exam. The center is scheduled to have first aid/CPR training on the evening of 6/1/26. This is for all staff who need first aid/CPR renewed. Five children's files were reviewed and they were in excellent condition. The center has a very supportive and active board.

2. Identify Observed Strengths of the program

Kids In the Village opened on 6/1/22. They are an excellent resource for the community. Melanie Cox became the director on 3/5/24. The staff had excellent interactions with the children. They were positive and attentive to the needs of the children. Monthly staff meetings are held. The center has a supportive and active board. The center is IQ4K Level 1. Melanie reported their strengths are they have great staff and they take instruction well.

3. Identify the aspects that fall below the standard

109.7(2): Center directors and all staff have the required contact hours of training. Three staff files were read. One was missing first aid/CPR, two were missing Universal Precautions, one was missing their annual personal development hours, and one did not have a physical exam.

109.10(3): Infectious disease control: Centers shall establish policies and procedures related to infection disease control and use of universal precautions with handling of bodily fluid. Soiled diapers shall be stored in containers separate from other waste. There were no separate garbage cans for soiled diapers.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. Sufficient cooling. Equipment placed in the program area is maintained so as not to result in injury to the children. There were a plastic bag and loose plastic in a cardboard box in the infant room. There were cords from the dehumidifier, fan, and monitors that were within an infant's reach and could be a hazard for strangulation or pulling the items onto the child. There was a child observed playing in the garbage can with soiled diapers. There are portable stairs on top of the sink. This is a hazard as a child could pull the stairs off the counter and onto the child. There was no child safety lock on the cupboard in the kitchen that had liquid dish detergent and dish detergent pods. All of these are hazards to the child's safety.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents. There were no current lesson plans in any of the rooms.

109.12(4)a: A safe and properly equipped area is provided for infants that does not allow for intrusion by children over two years of age. Children over age two who remain in the infant area are placed at the recommendation of a physician or AEA due to a significant developmental delay. Children are placed for a limited time with HHS approval if doing so does not pose a threat to the infants. A child under the age of two was in the same room as children two and above.

109.12(4)e: The provider shall follow safe sleep practices for infants under one year of age: Infants shall always be placed on their backs for sleep. Infants shall be placed on a firm mattress with a tight fitted sheet. Infants shall not be allowed to sleep on a bed, sofa, air mattress or other soft surface. No child shall be allowed to sleep in any item not designed for infant sleeping, including but not limited to an infant seat, car seat, swing, or bouncy seat. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, or loose bedding shall be allowed in the sleeping area with the infant. No co-sleeping shall be allowed. Sleeping infants shall be actively observed by sight and sound. If an alternate sleeping position is needed, a signed physician or physician assistant authorization with statement of medical reason is required and an expiration date. Do not use home cardiorespiratory monitors as a strategy to reduce the risk of SIDS. Swaddling is not recommended past 6-

8 weeks of age and not recommended in child care. Weighted swaddle clothing or weighted objects within swaddles are not safe and should not be used.

109.13(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed. Staff preparing food that have injuries on hands wear protective gloves. Staff serving food use clean serving utensils and have clean hands/wear protective gloves. I observed several food items that were not sealed and labeled in air-tight containers after opening.

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 6/1/26 to 6/1/28.

Targeted Assessment Behavior Management
I discussed with Melanie her oversight of behavior management related to helping childcare staff: 1. Understand expectations, 2. Managing frustrations, 3. Monitor performance. There are cameras to observe staff. Each room has a walkie talkie to radio for help if they are feeling overwhelmed. Melanie said she can tell by staff's mannerisms if they are feeling overwhelmed. They will remove a child from a room so staff can have a break. Teachers also will switch rooms if they need a break.

I made a referral to Child Care Resource and Referral and the Child Care Nurse Consultant to address the areas that fall below standards.

Date: 05/28/2026

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**.