Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Prime Time Youth Care - Pickwick

Provider No.: 51534

Address: 1306 W Williams, Ottumwa, IA, 52501

County: Wapello

Director's Name: Becky Eaton

On-Site Supervisor: Breanna Berry and Tammy Silvers

Phone Number: 6416836337

E-Mail: becky.eaton@ottumwaschools.com

HHS Visit Date: 05/15/2026

Licensing Period: 09/01/2025 to 09/01/2027

Fire Inspection:

Date Inspected: 03/27/2025

Comments: inspection completed by Ottumwa Fire Department David Cronin, due annually

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	6:00 AM to 6:00 PM		
Tuesday	6:00 AM to 6:00 PM		
Wednesday	6:00 AM to 6:00 PM		
Thursday	6:00 AM to 6:00 PM		
Friday	6:00 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			50	125	175
Summer					0

1. Basic Overview

Prime Time Youth Care Pickwick is a before and after school program for preschool and school age children. This program is housed in the new addition of the Pickwick Elementary School building in a residential area of the south side of Ottumwa. The program is administered by the district's Curriculum and Instruction Department, with a director overseeing daily program operation. All employees of the program are Ottumwa School District employees.

The new addition at Pickwick Early Childhood Center houses OSD before and after school care for Pre K and Kindergarten students. PTYC is a fee-based, pay in advance program.

BEFORE SCHOOL: The morning program is open from 6-7:45 a.m. or until classes begin on school attendance days and late start days.

AFTER SCHOOL: The after school program operates from the time students are dismissed from school until 6 p.m. at Pickwick. Activities include games, crafts, enrichment, homework, and technology. Parents must notify the program director or their child(ren)'s school secretary if your child will/will not attend PTYC, or if their attendance status changes.

NO SCHOOL DAYS: If school is canceled due to inclement weather, PTYC will open at the Pickwick site only, for students enrolled in PTYC. Calendar with specific dates can be found on the district's website at www.ottumwaschools.com.

SUMMER: The PTYC program is open during the district's summer vacation at one location only. It operates from 6 a.m. – 6 p.m. Monday through Friday from the first day of summer break until the day before the new school year begins. Children

CHILD CARE CENTER ANNUAL EVALUATION

may attend either full or half (5 hours or less) days. Programming is geared towards providing students with a fun, engaging summer with almost daily field trip options available. Children entering kindergarten in the fall and are five years old are eligible to attend PTYC the summer BEFORE kindergarten.

Becky Eaton is the Director of this program and has been since 2015. Ms. Eaton has full time experience in administration of a childcare center for 16 years and many hours of child care training professional development hours. The Onsite Supervisors for this site are Breanna Berry, Tammy Silvers and other qualified staff. They all meet 75 points required to be OSS. Ms. Berry has held this position since 2015. Becky is typically present daily, but was present the date of the visit. I met with the Director, OSS Berry and several staff on 5/14/26 on an unannounced licensing visit to the site. All program areas were observed at that time. Director Eaton contacted me the next day.

PTYC is governed by a board. The programs written statement is: Our goal is to provide a safe, caring, and enjoyable environment for any school-aged children needing care after the regular school day. This goal is achieved by the teamwork of our caring staff, helpful parents/guardians, and daily communication with the schools. The center website states: Our goal is to celebrate the uniqueness of each child in a caring, fun, enriching environment. The program is administered by the district's Community Programs department, with a director overseeing daily program operation.

Program Observations:

The program is in the school cafeteria/gymnasium. The program also utilizes another school gymnasium. The children eat snack, then engage in table activities/floor activities or go outdoors to play on the playground. We have discussed ratio at length every year I visit. On the visit ratio was met and maintained throughout the visit.

The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. Check in methods, snack, recess time, restrooms, room changes and all other program activities are orderly and routine.

Program Nutrition:

When school is in session, breakfast is available from the district's food service program for an additional fee. This policy prohibits students from consuming a non-school breakfast on school property. Nutritious snacks are provided as part of the program. Lunch is available for an additional fee on all noon, full day releases, spring break as well as during the summer. Breakfast is also available during the summer program. Prime Time participates in the Summer Food Program, a federal reimbursement program designed to assist in providing nutritious meals (breakfast and lunch) to students. This program provides partial or full reimbursement of meals to participating students. All meals follow USDA student meal guidelines.

The school sanitizes the tables after lunch and the tables are put away for the afternoon as the area is utilized for gym class. The Program Director should ensure the space is clean and sanitary before children are allowed to eat snack. All food was stored appropriately and none was on the floor.

Attached to the cafeteria is a small kitchen area that contains refrigerator/freezer units. Dry food storage is also housed in this area. Menus are posted for the entire month. The Director is aware of CACFP guidelines. Menus indicate CACFP approved foods are now being served. Menus are specific.

A bleach water mixture is mixed daily and used to sanitize at the beginning and end of the day. The school and PTYC share the kitchen (attached to the gymnasium). Food was not stored on the floor.

On snow days or early out days center staff prepares the meals for the program. At times they will order pizza.

Program Health and Safety:

The program is in compliance with rules regarding storage and distribution of medication. The program policy is if a child is to be given prescription or over-the-counter medicine, the parent must complete the medication authorization form. The medication must be provided in the original container. Medication kept at the site for treatment of a chronic condition is on a monthly basis only. A recent change now allows children in public schools to possess and self-administer asthma or other airway constricting disease medication. The program ill or injured area is in the onsite supervisor/Director's office attached to the cafeteria. Allergy alert plans were present for all children with allergies. Emergency medication is stored on site or

with the child.

All first aid kits are labeled. A labeled kit should be taken outdoors, or other parts of the building. The Director has the IDPH checklist of items and should consult the list and ensure all items are present.

We reviewed and discussed environmental testing and the maintenance of equipment for such. The program is on City of Ottumwa water, therefor a water analysis is not required. Ventilation was not an issue the days of the visit. The ceiling is high in the cafeteria area. An UL approved non-battery operated detector is present. We discussed expiration dates. It is located in the staff office. A radon test was present and below 4 pciL. Radon testing is due every 5 years. Since the building was recently constructed lead based paint is not an issue. Administration reports the building is geothermal, therefore a fuel burning appliances inspection is not required.

We reviewed and discussed general regulations regarding safety policies and procedures. Children should be supervised at all times and broken into groups. The program is now utilizing several rooms in the school making this easier to achieve. Allergy action plans and any emergency medication should follow the child as they move through the program rooms. Staff supervising the child should be aware of the plan and how to administer any emergency medication.

Each child should have at least 35 square feet of usable floor space in each room. If gross motor activities take place in a space, each child must have at least 75 square feet of usable floor space (inside and outside). The program has no pets or plants. All electrical outlets are child safe. The program is in compliance with rule that states the program must have one restroom for every 15 children.

The kitchen area is sectioned off from the rest of the program space and children do not have access to this area.

Tornado and fire drills should be documented monthly and were present.

Sanitation policies and procedures were also reviewed. The program is currently utilizing bleach and mixes it daily. Each restroom has appropriate paper towel dispensers and an adequate amount of toileting supplies.

I observed all areas of the program in ratio. Each group has their own room or area. The program has scheduled snack, restroom, outdoor, game time and many other educational activities such as reading and various group activities such as Kahoot, audio books, and class dojo activities are encouraged. Routines and schedules are followed daily.

HHS recommends children be kept in smaller groups so close supervision can be consistently achieved. The Director has been working with staff this past 6 years on active supervision. The administration team monitors and supports staff in efforts to carefully supervise the group of children they are assigned to. Cameras are in the common areas. Recommendations have been followed and the program appeared to have been running smoothly the day of the visit.

Center Outdoor Play Area:

An additional outdoor play area with open green space in a court yard was added last year. Another new play area is now available. A space is present with commercial climbing equipment with rubber surfacing is in the center of the building. It is well maintained and no safety hazards noted. Outdoor play inspections should be conducted and documented monthly. A first aid kit is taken outside and the Childcare Outdoor Weather Watch is consulted if outdoor play is questionable due to varying weather conditions.

Children should have at least 75 square feet of useable space when engaged in gross motor activity (indoors and outdoors).

Center Field Trips/Transportation:

Transportation is provided by the school district and public transportation. If walking or other field trips are taken parents have signed field trip authorization slips. A first aid kit would be taken along as well as emergency contacts and field trip ratios are followed. If field trips are taken in the future first aid kits, emergency contacts and emergency medications should be taken along. Walks around school campus are not considered field trips.

Center Administration:

CHILD CARE CENTER ANNUAL EVALUATION

Child and staff files are reviewed annually including:

Staff: FBI Fingerprint results, Iowa SING check results, Mandatory Reporter training, CPR/First Aid training and emergency preparedness training. Staff are required to have an updated physical six months after employment. Director Eaton is solely tracking staff requirements. Staff are to have SING checks and fingerprints rolled and sent off by HR PRIOR to beginning work. The Director keeps a tracking sheet of staff trainings and other requirements.

Child files reviews are conducted annually including review of : Annual physicals/immunizations, annual updates on field trip permission slips, pick up authorization and emergency contacts, allergy action plans and immunizations, dental and medical information. The Director keeps a tracking sheet of all children enrolled.

The center has a handbook containing all required policies.

All mandatory postings were present. Administration is aware of requirements for posting of communicable diseases. A specific emergency preparedness plan has been written for this site. All staff have been trained on the plan and signed and dated acknowledgement of such. The Director has new staff review and sign the plan as they are hired.

2. Identify Observed Strengths of the program

The director's office number 641-683-6337 (option 1) or visit the district's website at www.ottumwaschools.com/programs.

A floater is typically present to assist ensuring ratio is kept.

3. Identify the aspects that fall below the standard

1. 109.6(4)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs. We were unable to find an approved Record Check Evaluation for one staff the date of the visit. The Director contacted HR during the visit to get a copy of the approval notice. The Director contacted me later the same day stating she did have the approval and sent the contents of what the approval said via email. CORRECTED

2. 109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept. Playground inspections had not been completed since December. The Director agreed to resume inspections.

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

5. Special Notes/Recommendations

The center is aware they may access CCNC and CCR&R Consultant 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 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 Mary Mikulecky has been the CCNC last year. The Director has worked with CCNC on both child and staff files. The program has a new CCNC this year, Kelsey Stookesberry. CCNC reported the following the past year: "I met with PTYC on 10/30/25, we signed our BPA at this time, and I offered services. They declined needing any of my services at that time."

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

HHS encourages you to contact Child Care Resource and Referral consultant Karen Lauer. They offer centers assistance with meeting the HHS regulations, IQ4K, 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 CCR&R worked frequently with the center in 2019/2020 prior to the pandemic. Consultant Lauer stopped in last fall and conducted a file review.

Consultant Karen Lauer reported the following regarding consultation services provided the past year: I haven't worked with them in person this year however, 7 TA's with the topics being Business Policies & Practices and Training Consultation.

Karen Lauer
Child Care Consultant

Date: 05/20/2026

HHS Licensing Consultant: Jill Seibert

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**.