Iowa Department of Human Services
CHILD CARE CENTER EVALUATION AND RECOMMENDATION FOR LICENSE

Name of Center: Lilypad Learning Center **Enrollment:** 126 **License ID No. (Reapplications)** 17090

Street: 600 E 1st ST **City:** Huxley Iowa **Zip** 50124 **County:** Story

Mailing Address: PO Box 41, Huxley, IA, 50124

Director's Name: Sara Hillebrand **Phone Number:** 515-597-5437

On-Site Supervisor(s): Kelly LeMaster/Krystal Martin **E-Mail:** lilypadlearning@gmail.com

Date(s) of Visit: 03-24-2023

Licensing Visit X **Unannounced Visit** X **Off Year Visit** **Administrative Change**

LICENSING VISITS

New Application **Re-Application** X **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 01-04-2022

FIRE INSPECTION X **State** **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 10-16-2020

Comments : Fire inspections are due at least every three years.

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA X Other NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age School-Age

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summary Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	28	24	94		146
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2022 to 03-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Debbie Hammer **Date:** 04-10-2023

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An off-year visit was conducted on 3/24/23. Kelly LeMaster, assistant director, was present throughout the visit.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

This center first opened up in a strip mall in Huxley in February 2006. In November of 2009 they moved into their current location which was built specifically for this child care program. In 2012 they built a stand-alone building for the school age and preschool program, and this is located right next to the child care center.

Sara Hillebrand is the owner and director of this site plus the other Lilypad centers in Huxley and Ames. Besides Sara, each site has an assistant director. Jocelyn Immel is the business manager and Kelly LeMaster is the assistant director at this site. Krystal Martin is another on-site supervisor and she splits her time between the main street center and this center. These four meet the points for their positions.

This center serves infants through preschool age children. This center also offers part time care and preschool sessions, as well as wrap around care for full day daycare for the preschool children. The majority of the preschool children attend full day care.

There are eight rooms used for child care, plus the separate building for preschool/four year old children. Children are in enclosed classrooms and are separated according to their age. All the rooms have windows that allow natural light in. Each classroom has a door that exits directly to the outside.

The center uses Creative Curriculum.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This center has a level 4 star rating in the Quality Rating System. This system is based on a rating system of 1-5 stars.

The directors feel they have highly educated staff and this is part of what makes this an exceptional center. Several of the staff have a four year college degree in the field of child development or Elementary education, and many of the others are in school working on getting at least a two year degree.

There is very little staff turnover. There is a strong core group of staff who have been at the center for years, several for 9-12 years.

The children are ready for Kindergarten, they meet benchmarks while in Kindergarten. The preschool teachers have Early Childhood degrees, with one of them having a special education endorsement.

The staff work well together and are professional.

The center has good communication with the parents. A weekly newsletter is sent to the parents through email by each classroom, as well as a weekly email with updates and general information. The parents are also sent weekly lesson plans. The center started using an app called Class Tag and use this app for daily notes for children over one year of age. The center also uses an app called Class Do-Jo.

The center has a Facebook page and a Website.

The preschool staff meet weekly for staff meetings and the staff of the younger children meet bi-weekly.

The center has a good connection with the community and a good reputation in the community.

The Directors from all of the Lilypad centers meet weekly and the on-site supervisors meet weekly as well.

The center has a secure entrance.

Staff profiles are posted outside of each classroom.

The center holds a monthly staff check in meeting that is voluntary and outside of work hours. This is a time for staff to communicate and talk about things and check in with each other.

The center administration take steps to let staff know they are valued and appreciated. The administration teams talk often about steps to take to show staff they are appreciated. They send out thank you notes to staff and have a treat cart.

There is a waiting list for enrollment.

The center has a staff designated as a staff coordinator, this person provides support to staff, walking through the classrooms everyday to see what staff need and also coordinates staff outings and staff potlucks.

The center had new siding put up recently and took down the wainscoting in the classrooms and repainted the classrooms.

The staff take pride in their classrooms and take ownership of their classrooms. Staff morale is strong and staff collaboration is strong.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

109.6(6)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.
One staff file reviewed did not have a repeat SING check at the two year mark, there was a SING check in the file from 2018, and then another one was not completed until March of 2023.

V. SPECIAL NOTES/RECOMMENDATIONS:

The menu's at the center were reviewed and reflected the center is following the CACFP guidelines.

Radon testing is required every five years. The center last completed radon in May of 2022 and all rooms tested fell below the 4.0 cutoff.

The center has a Geo Thermal heating system and not a fuel burning system. The heating system is checked monthly. Carbon monoxide detectors are in each hallway.

Discussion took place regarding all classrooms taking a first aid kit outside to the playground with them, some were doing this and some were not. Discussion took place regarding a refrigerator being placed on a stand in a classroom, this was done recently, the stand was not sturdy and Kelly talked to staff on the date of the visit advising them to place the refrigerator on the floor. Discussion took place regarding the infant and toddler playground area and measuring a small slide placed in this area to be sure it was not 18 inches or over. The center is looking at a renovation of this playground area. Discussion took place regarding the use of wipes to disinfect surfaces, this is not best practice as each wipe does not always contain the right amount of product. Some of the furniture was starting to rip and tear, this will be removed and

replaced.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your DHS Licensing Consultant to discuss the issue. The child care director may also send a response which will be placed in the licensing file.

*Note: If you are a member of the general public, there may be additional information contained in the public file. You may contact the DHS Licensing Consultant to inquire.