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:

Phone Number: 7127645488

E-Mail: kitvdaycare@gmail.com

HHS Visit Date: 09/16/2025

Licensing Period: 06/01/2024 to 06/01/2026

Fire Inspection:

Date Inspected: 09/18/2025

Comments:

Report Visit Type:

- [ ] PTO
- [ ] Licensing Visit
- [X] 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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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 9/16/25. The center is located in the Exira-Elk Horn-Kimbalton Community School (middle and high school). The elementary school children take a school bus to the elementary school in Exira, Iowa. The center provides child care for infant to school age children Monday through Friday 7:00 AM to 5:30 PM. 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 for three years. She has her associate's degree in early childhood and is working on her bachelor's degree. There are 42 children enrolled at the center.

Observation of rooms:
Two program rooms are used at this time. The infant room had four children and one staff present. The infant room is for children six weeks to 18 months old. The staff were positive and attentive to the needs of the children. Proper diapering procedures were observed. There is a room for 18 months to three years old. It is the same room as the infants but is partitioned off. There were six kids and one staff member. It was naptime when I was present in this area. The other room had children from three years old to five years old. There were seven children and one staff present. The daily sheets looked good. They use Creative Curriculum, but none of the rooms had any lesson plans posted. They did have daily schedules. The cots were covered. 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 frequently. The center uses the Playground App.

Nutrition:
The center has their food brought in from Treat America. Treat America provides breakfast, lunch, and afternoon snack. They started in July 2025. Menus were not posted. Please post the menus. Menus shall be made available to parents and kept on file at the center. Thermometers were in the refrigerators/freezers. The center just summitted their application for CACFP.

Health and safety:
Fire/tornado drills were practiced and documented. The Department of Education is responsible for making sure the radon testing is completed. Radon testing was done in July 2023 and was in the acceptable range. The center has all electrical appliances, although the school has fuel burning appliances in the kitchen. The fuel burning inspection was completed on 11/18/24 and was determined to be acceptable. There are carbon monoxide detectors in every room. The center will follow medication management procedures when a child is prescribed medication. Please refer to the child care licensing handbook for information and make sure you have the medication log. Several staff are med certified. Purell multipurpose is used for both sanitizing and disinfecting. It's premade and doesn't need to be mixed. Bleach water is used for dishes. It is mixed daily and staff use the recommended ratio. The center has two separate sets of bottles for sanitizing and disinfecting 1. Soap/water for cleaning, 2. Water for rinsing and 3. Your EPA and child care approved product. Disinfecting is for the

diaper changing table and sanitizing is for hard surface toys, food surfaces i.e. table tops etc. If you have a diaper changing table with a porous surface a diaper changing pad is required. Diaper changing tables with a non-porous surface (plastic) are recommended. There is a sign posted as to what is sanitized and what is disinfected. Diapering and handwashing procedures were posted. Make sure you have your emergency policies and procedures and review them with staff frequently.

Playground:
The center uses the school playground. Monthly playground inspections are conducted. There are rubber tiles for fall surfacing. There is a tree and shade tarp for the preschool playground. The infant/toddler playground has a shade tarp.

Transportation:
The center doesn't provide transportation services.

Administrative records:
All mandated postings were present. Two staff files were read. One was missing Universal Precautions. Five children's files were read. Three were missing the physical exam or statement of health. All other information was present. Please review all children's files and have them updated with the required information. 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.

3. Identify the aspects that fall below the standard

109.9(1)c: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training. One staff member was missing Universal Precautions.

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. Three out of five files read showed there was no current physical exam for children not yet school age or statement of health for school age kids.

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. Lesson plans were not posted. Please complete and post lesson plans.

109.13(1 and 2): 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. Menus shall be made available to parents and kept on file with substitutions noted. Avoid foods with high incident rate of causing choking. Menus were not posted. Please post menus and make them accessible to parents.

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 Kids In The Village for 6-1-2024 to 6-1-2026.

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Date: 09/29/2025

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**.