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

Name of Center: Hilltop Child Development Center **Enrollment:** 47 **License ID No. (Reapplications)** 14921

Street: 16996 State Orchard RD **City:** Council Bluffs Iowa **Zip** 51503 **County:** Pottawattamie

Mailing Address: 16996 State Orchard RD, Council Bluffs, IA, 51503

Director's Name: Liz Tatman **Phone Number:** 712-352-1077

On-Site Supervisor(s): **E-Mail:** hilltop.director@gmail.com

Date(s) of Visit: 01-17-2024

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

LICENSING VISITS

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

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

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

Date Inspected: 07-19-2023

Comments :

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

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

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

Get-Well Evening Care X Special Needs

SCHEDULE: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	6	10	17	13	46
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2023 to 03-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 02-13-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year licensing visit was made on 1-17-2024 to Hilltop Child Development Center. The center is located in the lower level of Eastern Hills Baptist Church in Council Bluffs. The center has a separate entrance from the church. Liz Tatman is the director, she has been working at the center since the summer of 2012. (The center opened on May 2, 2005) Brian Tatman (Liz's husband) is the Pastor of Eastern Hills Baptist Church. Liz has a staff that helps with administrative paper work duties. The center offers child care to infants to school age children. The hours of operation are 6:30 am to 5:30 pm Monday through Friday. There are 47 children enrolled.

Observation of rooms:
There are five program rooms, four of the program rooms were being used at the time of my visit.
Infant room - there were four children and one staff present. The daily sheets looked good.
The infant room has a portable sink. I asked Liz to consider other room options for the infants that would have access to a plumbed sink. You will need to talk to the fire marshal to see if any other rooms would be approved for infants.
You will need to follow the manufacturer instructions for the portable sink and follow the hand washing procedures. Staff and children's hands must be washed following diaper changes.
Two/three year old room -there were seven children and one staff present. The children were eating lunch.
Preschool room - four children and one staff present were present. The staff person was reading a book to the children.
The lesson plans/activities looked good, the staff in each room are responsible for preparing the lesson plans/activities.
School age room - the children were at school at the time of my visit. Make sure you have lesson plans/activities year round for the school age children.
Staff had excellent interactions with the children, they were positive and attentive to the needs of the children.
The center uses ABEKA, and Scholastic curriculums. Liz review the lesson plans/activities for each room on a weekly basis.
A referral to Child Care Resource and Referral was made on 1-27-2024 for consultation and training on a variety of issues i.e. organization, staff and child files need updated, review of record check process and update record checks, helping Liz find a new sanitizer to use, radon testing and a fuel burning inspection need completed.
The center began using the Brightwheel child care app in 2022.

Nutrition:
The center participates in the federal food program. Breakfast, lunch, snacks are provided. Company Kitchen (formerly Treat America) caters the lunch and snack each day. Proper food storage was observed.
Menus are posted.

Health and safety:
Radon testing was done in February 2022 and all test scores were under 4.0 pCi/L. A radon mitigation system was installed in April/May 2012. A fuel burning was done on 1-16-2023. Radon testing and an annual fuel burning inspection are needed.
Fire and tornado drills are practiced and documented monthly. The center follows the medication management procedures and use the med log when a child is prescribed medication.
The center is required to have monthly water testing, additional water testing is completed every six months to one year -

someone comes to the center to do the testing. The center uses bottled water for drinking water.
Staff clean the program rooms and a cleaning person comes and cleans the center at night.
Portable sinks are not recommended in child care due to sanitary and bacteria issues of changing and storing water. I have asked Liz to consider other room options for the infants that would have access to a plumbed sink. You will need to talk to the fire marshal to see if any other rooms would be approved for infants. In the past the center stated that they can't have (regular) sinks plumbed into the infant room due to their foundation and it would be a hardship. Please follow all the manufacturer's instructions for use, care and cleaning of the portable sink.
Liz maintains the first aid kit check list monthly.

Playground:
Liz reported they are removing equipment from the playground and doing some renovating. Monthly playground inspections were completed.
Please refer to the Public Playground Safety Handbook for information for equipment, and surfacing.

Transportation:
The Lewis Central school bus provides transportation for elementary school children. During the summer children four years and older have gone on some field trips. Please maintain a maintenance log of repairs, oil changes etc. of your center vehicles.

Administrative records:
There are 8 staff employed at the center. Liz has quarterly staff meetings, she meets with staff individually as needed and she provides staff notes. Liz is in ratio in the program rooms on a frequent basis. The center has all of the required postings. Liz is very thankful to have good staff longevity.
Staff files were read - Some staff files needed current record checks. Please review record check directions and make sure all staff have current record checks. One staff needed a current physical.
Please have files current and organized.
Child files were read and they need to be updated annually. One child file didn't have a date of the physical. Liz was in the process of having all registration information updated.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Liz is very positive and excited about the child care center. Liz is very thankful to have good staff longevity, she credits her staff as being a close group. The staff had good interactions with the children, they were nurturing, and attentive to the needs of the children.
Liz welcomes assistance from Child Care Resource and Referral.
Liz hired Carolyn May as the preschool teacher in the summer of 2023 and Liz said she is doing a great job.

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

109.9(2): All files are updated at least annually and when a change occurs.
109.10(1)a: 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, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
Child files were read and they need to be updated annually. One child file didn't have a date of the physical. Liz was in the process of having all registration information updated.

109.11(7)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.
109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.
Radon testing was done in February 2022 and all test scores were under 4.0 pCi/L. A radon mitigation system was installed in April/May 2012. A fuel burning was done on 1-16-2023. Radon testing and an annual fuel burning inspection are needed.

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.
109.6(6)d Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.
Some staff files needed current record checks. Please review record check directions and make sure all staff have current

record checks.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 3-1-2023 to 3-1-2025.
Off year licensing visit 1-17-2024.

A referral to Child Care Resource and Referral was made on 1-27-2024 for consultation and training on a variety of issues i.e. organization, staff and child files need updated, review of record check process and update record checks, helping Liz find a new sanitizer to use, radon testing and a fuel burning inspection need completed.

*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.