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

Name of Center: Story Time Childcare **Enrollment:** 31 **License ID No. (Reapplications)** 16815

Street: 84 Main Street **City:** Maxwell Iowa **Zip** 50161 **County:** Story

Mailing Address: PO Box 214, Maxwell, IA, 50161

Director's Name: Jayne Underhill **Phone Number:** 515-387-1259

On-Site Supervisor(s): Mandy Lindemon **E-Mail:** stcc@iowatelecom.net

Date(s) of Visit: 03-20-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 03-03-2025

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

Date Inspected: 02-13-2023

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: 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 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
Summer					0
General	8	12	12	10	42

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 04-01-2025 to 04-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SWIV **Date:** 03-20-2025

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was competed 3-20-25; and the Director Jayne Underhill was present throughout the visit.

This center was first started in 1991, and moved to their current location in 2000. This center is located in the Community Building that also houses the Senior Citizens Center. The child care center has their own separate entrance. Jayne Underhill has been the director since 1995. Mandy Lindemon started working here in 2005, and has been the assistant since 2013. Their advisory board is very involved in the operation of the center. This program provides care for infants up to and including school age children. Hours of operation are 6:00 am-6:00 pm.

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

Room observations/activities: This center is composed of two rooms. The infants are in their own enclosed room. The capacity is for eight babies, and they will be in this room until they reach around 18 months to two years old. There are two sinks in this room. Once the children reach eighteen months to two years of age, they move out into the main part of the center which is an L shaped room that makes it possible to make it two separate areas. Total capacity for this main part of the center is for 34 children. There are separate bathrooms for the boys and girls Children from 18 months up until they turn two years of age can use the changing station in the infant classroom, as long as bringing the children into the classroom does not cause the infant room to go over capacity. A changing station could be added to the two and three year old main section. One area of this large room is used for the two year and three year old children, the other part is used for the older children These children do combine at various times throughout the day such as snack and lunch time, outdoor play time, and nap time.

A preschool program is offered to the families in the community. They can elect for their children to attend as many days a week as they want and most prefer a three day program. The full time child care children have the preschool fees included in their pay rates, so these children attend five days a week.

Preschool is offered from 9:00 am-11:30 am. There are two programs going on at the same time. One area of the center is used for the preschool program of the two and three year old children, and another part of the center is used for the preschool program for the four and five year old children.

The classrooms were observed while children were resting; staff were in ratio and attentive/watchful of the children during the rest period. The classrooms were clean are were well stocked with toys and play centers/activities. The staff was observed to lead group activities with the older children. There was good structure observed. Staff were responsive to the children and children were content.

Nutrition practices: This center has an on-site kitchen that was clean and organized, using smaller space well. While the center does not participate with CACFP, their menus are in-line with CACFP. The children eat cafeteria style. The assistant

director often is designated to prepare lunch and snacks.

Health and Safety: Medication is kept in a secure lock box; handwashing signs were posted, children and staff were observed to use good handwashing technique. First aid kits are available throughout the center. Emergency exit plans were posted as required. The director stated drills had been completed however the sheets recording . Radon was tested in 2022 and was under 4.0. The landlord maintains the HVAC. There is a carbon monoixde detector on site.

Playground: There is good use of a smaller space. The playground is enclosed with wood fencing, a piece of which had disintegrated and in need of repair. Safety surfacing is wood chips. The assist director indicated the director was in the process of seeking bids to repair the fence and increase the depth of the safety surfacing.

Transportation/Field Trips: NA

Administrative Review: Fliers were posted for mandatory reporter; handbook, consultant contact, license and non-smoking signs were observed. Five Child files were reviewed--one file was missing emergency contact information, two needed updated physicals or health information; one missing dentist contact information. Annual reviews appeared to be due on several. Three staff files were reviewed; two missing documentation of essentials traning.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The director has been in this position for many years. There is very little staff turnover. This stability leads to a consistent program and a routine that is desired in all child care programs.

The director feels an advantage to this being a small center in a small town is it allows them the ability to get to know the parents and children very well. The director feels the center has a family atmosphere and that staff are very approachable.

The staff work well together and support each other. The staff are invested in providing quality care and programming to the children.

The center has a strong working relationship with the schools. The center receives support from United Way and partners with United Way.

The center has a Facebook page and a website.

The center has a secure entrance.

The director and on-site supervisor appreciate their staff and work hard to show this appreciation.

The center is using the Bright Wheel app in all of the classrooms. Parents appreciate real time information, especially during this time when they are not coming into the center.

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.
The director was amidst updating the files.

V. SPECIAL NOTES/RECOMMENDATIONS:

A new full two year license is recommended.

The center has completed their preparedness plan and has a disaster kit prepared.

Radon testing is now due every five years. The last radon testing was completed in August of 2022 and fell below the 4.0 cutoff.

The menus reflect the center is following CACFP guidelines.

*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.