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

Name of Center: Janesville CSD Latchkey **Enrollment:** 68 **License ID No. (Reapplications)** 45414

Street: 505 Barrick RD **City:** Janesville Iowa **Zip** 50647 **County:** Bremer

Mailing Address: PO Box 478, Janesville, IA, 50647

Director's Name: Judy Eastman **Phone Number:** 319-987-2581

On-Site Supervisor(s): Sarah Tenborg **E-Mail:** Judy.Eastman@janesvilleschools.net

Date(s) of Visit: 04-09-2025

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

LICENSING VISITS

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

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

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

Date Inspected: 10-22-2024

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

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	33	100	133
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2025 to 05-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 04-21-2025

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 04/09/25 I made an unannounced licensing visit to Janesville CSD Latchkey in Janesville. I met with Judy Eastman, the director. Ms. Eastman started as the director on 07/01/23. Ms. Eastman has an AA in an unrelated field. She was a paraeducator for elementary children for three years and she has her substitute license. Sarah Tenborg is the morning on-site supervisor. She has been a paraeducator in the preschool classroom for five years. She started working in the latchkey program in August 2019. This is a program that had been operating under the Department of Education and transitioned to be licensed under the Department of Health and Human Services in May 2015. B.J. Meaney is the superintendent of the school. The program employs eight staff members, not including Ms. Eastman.

The latchkey program is in Janesville School. The program operates Monday through Friday. The program serves preschool and school-aged children. The morning program operates from 6:45 am until 8:05 am and the afternoon program is from 3:05-5:30 pm. On Wednesday afternoons there is an early out, so the program operates 2:00-5:30 pm. There are currently 68 children enrolled. The program only operates while school is in session.

The program operates out of room 129 to care for preschool children. The gym is primarily used for school-aged children. Room 114 is the primary school-age childcare room when they cannot use the gym, but they also use room 112 as an overflow room. An inspection of each room was completed.

The centers observed include library, blocks, Legos, transportation, music, magnets, Play-Doh, table toys, games, art, dramatic play, woodworking, and puzzles. Materials were in good condition. The materials are stored in cabinets in the classrooms and in a closet in the gym. They are located at child level, so they are easily accessible to the children.

I visited the program during the afternoon hours of operation. The program was in ratio.

There was a phone with emergency numbers and the program's address and phone number posted in each of the rooms. Emergency fire and tornado procedures and evacuation diagrams were posted by all the main program doors. A daily schedule was posted on the parent board.

The program is not on the Child and Adult Care Food Program (CACFP) guidelines for their snacks. They are following the CACFP guidelines. Snacks are provided by the latchkey program in the afternoon. Snacks are served in the cafeteria in shifts. Snack calendars are maintained and posted on the parent board. Disposable products are used so dishwashing is not necessary. The program uses a refrigerator in the staff lounge. There were thermometers present. Food items were stored according to NHSPS guidelines. Children are released to school if they want to eat breakfast.

The program uses either bleach and water to sanitize the food tables and toys.

When the program is eating snack, they use bathrooms in the hallway off the cafeteria. The girls' bathroom has three sinks and six toilets and the boys' bathroom has three sinks, two toilets, and three urinals. Handwashing procedures were posted.

The program uses bathrooms across the hall from the gym. The girls' bathroom has three sinks and three toilets. The boys' bathroom has three sinks, one toilet and four urinals. Handwashing procedures were posted in both bathrooms. They also use bathrooms in the gym. The girls' bathroom has one sink and two toilets and the boys' bathroom has one sink, one toilet, and one urinal. Handwashing procedures were posted.

There is also a bathroom in the preschool childcare room that has one toilet and one sink and procedures were posted.

I reviewed documentation of monthly fire and tornado drills for preschool children and school-aged children. I reviewed documentation of monthly playground inspections. A radon test was completed in April 2024 and must be repeated in five years. Results were within EPA guidelines. An annual fuel burning inspection is not necessary because when the school had construction, they changed over to a system that does not use gas. A carbon monoxide detector is not necessary because there are no gas burning appliances. The fire marshal inspection occurred on 10/22/24.

The parent information is located on a bulletin board in the latchkey entrance, which is on the back side of the building. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

The program has use of the school playground. This is a large fenced in area. Woodchips are used for surface cushioning. There are two pieces of climbing equipment with slides, a tunnel and a bridge. There are also swings, two tire swings, rings, a sandbox, and a balance beam for the children. There is a grassy area and a concrete area with basketball hoops. Trees provide shade.

Staff and children's files were reviewed at the time of the licensing visit. I reviewed twelve children's files. They were in great condition.

I reviewed three staff files. They were in great condition.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

Staff members have a great routine with the children. I visited the program on an early out afternoon. All the children are in the gym to begin. They are separated into a preschool group and a school-age group. They were playing group games. Staff members offered the children choices and allowed them to choose the game. This provided the children with an opportunity to run off energy from sitting in class all day. The children appeared to have fun during the games. Staff members provided the children with clear and easy to understand directions. The children went to the cafeteria for a snack in shifts. After a snack the older children remain in the gym and the preschool children move to a classroom to enjoy centers. Staff members were enthusiastic. They had good communication with one another and with the children. They provided the children with praise and used positive redirection when necessary. Staff members were terrific with the children.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Eastman states she loves having high school staff members. They play with the children and they stay active and the children enjoy the interaction with them.

Ms. Eastman states the children enjoy coming to the program. They have had children who are upset to leave.

Ms. Eastman states she loves the program and is enjoying being the director.

Ms. Eastman states she is building relationships with the parents of the children.

Ms. Eastman has started the NAC training.

Ms. Eastman has always been great at asking me questions as they come up. I love her enthusiasm to learn and do what is correct in the program.

Ms. Eastman had organized and easy to read children and staff files and a licensing notebook.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

Currently, the status of the center's license is unchanged. If you would like to respond to this report, please do so in writing and I will include the information in the licensing file.

*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.