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

Name of Center: Hilltop Child Development Center **Enrollment:** 52 **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: 01-30-2023

X **Licensing Visit** X **Unannounced Visit** **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: 06-08-2020

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:** 02-06-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was made on 1-30-2023 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. I met with Liz Tatman during my licensing visit. Becky Haddix from Child Care Resource and Referral and Jennie Minchew the child care nurse consultant accompanied me for the licensing visit, they are both new and they made a request to go on a licensing visit. There are 52 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 two 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 six children and one staff present. The children were eating lunch and then taking a nap.
Preschool room - there were six children and one staff present. The children were eating lunch. 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. Lesson plans are needed year round for the school age children.
The center uses ABEKA, and Scholastic curriculums. Liz please work with staff to make sure there are daily schedules, lesson plans/activities, you need to review lesson plans/activities for each room on a weekly basis.
Liz works with Child Care Resource and Referral on issues throughout the year.

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. You should look into having food warmers so you wouldn't need to have the food delivered to a different area of the building.
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. 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:
There are two small wood structures - one if for the younger children and one is for the older children. There are riding toys, and sand toys. Monthly playground inspections are done.
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 7 staff employed at the center. Liz has quarterly staff meetings, she meets with staff individually as needed and she provides staff notes weekly. 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 and were in good order. Please have files current and organized.
Child files were read and were in good order.

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.

New in 2022/2023
The center began using the Brightwheel child care app in 2022.
Liz became a member of the Iowa Association for Education of Young Children.
A new sink was placed in the main bathroom.
The center is using a new sanitizer.

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

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 3-1-2023 to 3-1-2025.

You will need a new approved fire marshal inspection by 6-8-2023. These are due every three years and the last one I have documentation of is dated 6-8-2020.

*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.