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

Name of Center: LilyPad Learning Center on Main **Enrollment:** 47 **License ID No. (Reapplications)** 41402

Street: 109 N Main ST **City:** Huxley Iowa **Zip** 50124 **County:** Story

Mailing Address: PO Box 41, Huxley, IA, 50124

Director's Name: Sara Hillebrand **Phone Number:** 515-597-3100

On-Site Supervisor(s): Krystal Martin **E-Mail:** lilypadlearning@gmail.com

Date(s) of Visit: 07-30-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 06-06-2025

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

Date Inspected: 06-11-2025

Comments : A fire marshal inspection is due at least every three years; Completed by Seth Jones, Dept of Inspections, Appeals and Licensing (DIAL)

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

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: Infants (0-23 mo.) 2 Years 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*
Sunday			
Monday	6:00 AM to 6:00 PM		
Tuesday	6:00 AM to 6:00 PM		
Wednesday	6:00 AM to 6:00 PM		
Thursday	6:00 AM to 6:00 PM		
Friday	6:00 AM to 6:00 PM		
Saturday			

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General				51	51
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 07-01-2025 to 07-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SWIV **Date:** 08-04-2025

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 completed 7-30-25. The assistant director, Krystal Martin, was present throughout the visit.

LilyPad on Main provides traditional daycare in the summer and before/after school care for school age children (grades K-5th grade). LilyPad on Main also provides all day care when school is not in session.

Sara Hillebrand is the owner/director of the two LilyPad Centers in Huxley and Ames. This center (LilyPad on Main) was opened in 2013. Sara has her degree in Special Education and taught in the school system for three years. Each of her centers have an assistant director who meets the 100 point qualifications to be a director, and Krystal Martin is the assistant director for this center, beginning in this role in January of 2022. Krystal splits her time between LilyPad on Main and Lilypad (Huxley). Krystal has worked for Lilypad for several years.

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 Observation/Activities: The center is located in a single story building with three main rooms where groups of children are separated each day with assigned teachers. The children were content and engaged in a teacher lead activities during this visit. The staff were diligent with supervision and maintained a good structure for the program. The rooms were organized and clean, offering a variety of age/developmentally appropriate centers and toys. Sufficient restrooms are available for enrollment and handwashing signs were posted.

Nutrition:
The center contains a small kitchen, and this center offers breakfast on non-school days in the summer, along with an afternoon snack. The children bring their own lunches. The kitchen was very clean and organized. The refrigerator was equipped with a temperature monitor kept inside.

Health and Safety:
Medications are stored behind a secure device. The staff and assistant director are certified in medication passing. There are hand-washing instructional signs throughout the center. There is a stocked first aid kit; with emergency plans posted and drills documented to have been completed. The center has an off site evacuation plan and staff are trained about this process upon hire and annually.

Playground:
The playground is located on the west side of the building and is enclosed with a chain link fence. The playground offered a variety of activities and included a good amount of shade from a large shade structure. The playground appeared in good

repair. Discussion took place with regard to a the placement of clips on the gates; but there is not a special key or other device that is necessary to disengage this clip so would not completely prevent emergency exit.

Transportation:
The center divides daily attendees in two groups for field trips for which the center provides transportation; as they were on a field trip during this visit. There is a "head count" taken upon leaving the center, when arriving, when departing and when returning to the center.

Administrative Records:
There is ready access to the center's handbook online as well as in the centers; fliers for mandatory reporting, center license, consultant contact were posted. An updated consultant contact flier was sent to the assistant director. The center does need to post no-smoking signs. Child and staff files were reviewed with all required information.

The program offers full time and part time care.

The center hours are from 6:00 am to 6:00 pm.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The staff work well together and there is a sense of community at the center and between the LilyPad centers. The staff are dedicated and committed.

The center has a Facebook page and a website.

The center offers a flexible schedule for parents.

The center has filled a need for school age childcare in the community.

The center provides several activities and field trips for the children, especially throughout the summer months, with trips to the pool and other activities.

The staff are adaptable and creative. Staff focus on using positive words with the children, rather than negative re-direction.

The staff are able to work cooperatively to maintain structure in the program/at the center.

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

109.7(2): Center directors and all staff have the required contact hours of training.
*one staff file did not have certificates on file of annual training that was completed.

109.9(1)b: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
*one staff file contained a physical form, however was older then 3 years.

V. SPECIAL NOTES/RECOMMENDATIONS:

Radon testing was conducted in 2022, all results below 4.0 and is due again in five years.

The furnace is checked/inspected monthly-assistant director was working with the owner and the main site to obtain record of HVAC inspections.

The children were content and engaged in larger group activities along with teachers. There was good structure with nurturing responses.

A full two-year license is recommended.

*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.