Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Elzora Town Daycare Center

Provider No.: 27223

Address: 316 N 5th ST, Milo, IA, 50166

County: Warren

Director's Name: Mr. Delane Galvin

On-Site Supervisor: Jenn Baughman

Phone Number: 6419426138

E-Mail: Jennifer.Baughman@se-warren.K12.ia.us delane.galvin@se-warren.k12.ia.us

HHS Visit Date: 03/09/2026

Licensing Period: 03/01/2026 to 03/01/2028

Fire Inspection:

Date Inspected: 07/09/2025

Comments:

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [X] Year-Round
- [ ] School Year
- [ ] Summer Only

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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			

Program Population Served:

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	34		24	48	106
Summer					0

1. Basic Overview

Elzora Town Daycare Center has been in operation since 2015. The center is located in single standing building that is connected to the elementary school. The center has a secured entrance. The center provides child care services to children ages infancy through school age. Mr. Galvin, the school's principal, oversees the program. Jenn Baughman is the on site supervisor. She was hired for this position in July 2019. Jenn was the lead teacher in the three year old classroom prior to starting as the on site supervisor. Jenn has previous experience working at other daycares prior to coming to Elzora Town Daycare Center.

An an unannounced visit was completed today. All areas subject to HHS licensing rules were reviewed. Children's belongings are kept in cubbies. The school age classroom is held in the gym. The gym has a large closet, where the center is able to store their school age toys, furnishings, etc.

Jenn assisted with today's visit. Five infants were present in the Cubs (infants) classroom. Two staff were working in this class. The Bunnies (2's/3's) had six children in attendance. Jenn was working in this room during the majority of the visit. There were nine children present in the Tigers (3/4's). One staff was working with this group. The Zebras (4's/5's) had five children in attendance. One staff was working in this room. The school age class wasn't open during the visit.

The center participates in the CACFP program. The center serves breakfast, morning snack, lunch and afternoon snack. Food is provided from the school. The center has a kitchen. The snack menu is on a four week rotation. The lunch menu is on a four week rotation.

The daycare has a playground. The younger children use the daycare's playground. There is shading for the playground.

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School age children use the school's playground. Monthly playground checks are documented.

The younger children don't go on off site field trips. The center can use the school bus for transportation.

2. Identify Observed Strengths of the program

This center is located in a newer building. The classrooms are well furnished with age appropriate supplies and furnishings. The school is very supportive of the center. The center uses the school's gym for program space and large motor play activities. The center uses Bright Wheel and See Saw for communicating with parents. The center uses ProCare for billing.

3. Identify the aspects that fall below the standard

109.6(4)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.
Two staff need current national criminal record checks.
Jenn has already contacted the school staff who does these checks for the daycare.

109.9(2)i: 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, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
There are some files missing current physicals.

109.9(2)j: School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions.
There are some files missing current annual statements of health.

109.12(4)b: Each infant and toddler shall be diapered in a sanitary manner as frequently as needed at a central diapering area. Diapering, sanitation, and hand-washing procedures shall be posted and implemented in every diapering area. There shall be at least one changing table for every 15 infants.
The Bunnies room didn't have a diaper changing procedure poster in place.
Posting has been put in place since the visit.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

NA

5. Special Notes/Recommendations

There were a couple children napping today whose faces were covered with their blankets. Children's faces need to be observed during naptime.

The center had boppy pillow in the infant classroom. This worker talked with Jenn about the use of boppy pillows in child care center and said the use of these is strongly discouraged due to the risk of suffocation it poses to infants. The intended use of boppy pillows is not for propping infants and this is how centers tend to use boppy pillows. This worker sent information to Jenn about boppy pillows, explaining why centers should not use boppy pillows. This worker also sent some information about containers that are safe to use that assist infants with sitting up.
Jenn said she is ordering some of the containers for the infant classroom and will discontinue use of boppy pillows.

The center has a full license.

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*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 515-362-7823; email melinda.larson@hhs.iowa.gov) so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

*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.

Date: 03/10/2026

HHS Licensing Consultant: Melinda Larson, Child Care Licensing Consultant

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.