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

Name of Center: Lilypad Learning Center **Enrollment:** 130 **License ID No. (Reapplications)** 17090

Street: 600 E 1st ST **City:** Huxley Iowa **Zip** 50124 **County:** Story

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

Director's Name: Sara Hillebrand **Phone Number:** 515-597-5437

On-Site Supervisor(s): Kelly LeMaster/Madelyn Barkema **E-Mail:** lilypadlearning@gmail.com

Date(s) of Visit: 03-27-2025

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:** 03-01-2024

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

Date Inspected: 11-02-2023

Comments : Fire inspections are due at least every three years. Completed by DIAL, Andrew McCall

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 X Other NA

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

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	28	24	94		146
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2024 to 03-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SWIV **Date:** 03-31-2025

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year visit was complete 3-27-25. Kelly LeMaster, assistant director, was present throughout the visit.

This center first opened up in a strip mall in Huxley in February 2006. In November of 2009 they moved into their current location which was built specifically for this child care program. In 2012 they built a stand-alone building for the school age and preschool program, and this is located right next to the child care center.

Sara Hillebrand is the owner and director of this site plus the other Lilypad centers in Huxley and Ames. Each site has an assistant director. Jocelyn Immel is the business manager and Kelly LeMaster is the assistant director at this site.

This center serves infants through preschool age children. This center also offers part time care and preschool sessions, as well as wrap around care for full day daycare for the preschool children. The majority of the preschool children attend full day care.

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:. The center uses Creative Curriculum and the bright wheel application to communicate with parents. The center is working or at IQ4K Level 1 for quality assurance. The classrooms were organized and nicely arranged; while in ratio. The children were starting their rest period during this visit. Staff maintained good structure in the room while responding to individual needs. There is a variety of age/developmentally appropriate play centers and toys in each room. The center rotates some age-appropriate toy centers to maintain interest. The staff and children were observed utilizing good handwashing.

Nutrition practices: There is an on-site kitchen which was clean and nicely organized with menus and handwashing reminders posted. The center has dedicated kitchen staff. Menus are crafted by the director and are in-line with CACFP although the center is not enrolled in the food program.

Health/Safety: The center securely stores medications. There are first aid kits in all rooms. Handwashing signs were observed to be posted in the restrooms, by sinks and in the kitchen as required. Emergency exit plans are posted. Fire/Tornado Drills are documented to have been completed monthly as required. The center tested for Radon in May, 2022, results all under 4.0 and are not due again for five years. HVAC is geo-thermal and is routinely maintained. (HVAC inspection had been completed 3/7/25). There are carbon monoxide detectors are located throughout the center.

Playground: The playground is located in an L-shape around the center and is directly accessible from the classrooms. The playground is enclosed with chain-link fencing. There is ample shade in structures. Safety surfacing for play structures is pour in place turf. Playground safety checks were documented completed monthly.

Transportation: This center provides transportation on 13-passenger vans and small bus that is professionally maintained.

Administrative review: Postings for mandatory reporter, handbook, consultant contact (new flier provided 2 years) and license was observed along with non-smoking signs. Eight staff files were reviewed with one missing an updated Iowa (sing) check that was completed later on the day of the visit; two employees in need of updated certifications for CPR/1st Aide. A reminder that physicals are to be completed within 6 months PRIOR to hire and then due every three years there after for licensing purposes. One staff was in need of updated yearly training hours (this is a some what seasonal employee and the assist director indicated would be addressed/completed). Seven child files were reviewed with one missing child's doctor/dentist/hosp.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This center is working toward attaining IQ4k rating.

There is very little staff turnover work well together and are professional. There is a strong core group of staff who have been at the center for years, several for 10+ years.

The children are ready for Kindergarten, they meet benchmarks while in Kindergarten. The preschool teachers have Early Childhood degrees, with one of them having a special education endorsement.

The center maintains good communication with the parents--having a Facebook page and a Website.

The preschool staff meet weekly for staff meetings and the staff of the younger children meet bi-weekly.

The center has a good connection with the community and a good reputation in the community.

The Directors from all of the Lilypad centers meet weekly and the on-site supervisors meet weekly as well.

The center has a secure entrance.

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

109.6(6)c
Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.
One SING (Iowa Check) was needing updated; which was completed later on the day of the visit.

109.7(2): Center directors and all staff have the required contact hours of training.
Number not in compliance: 1 (seasonal employee that is working to complete training hours)

109.9(1)d: 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.
Number not in compliance: 3 (physicals on file, however performed after hire dates)

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
Number not in compliance for medical: 1
Number not in compliance for dental: 1

V. SPECIAL NOTES/RECOMMENDATIONS:

The menu's at the center were reviewed and reflected the center is following the CACFP guidelines.

Radon testing is required every five years. The center last completed radon in May of 2022 and all rooms tested fell below the 4.0 cutoff.

The center has a Geo Thermal heating system and not a fuel burning system. The heating system is checked monthly.

Classrooms were observed with nurturing staff and good structure along with good handwashing. The children were content

and freely approached teachers when needing reassurance.

*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.