Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Lewis Central Lucky Children

Provider No.: 7215

Address: 4125 Harry Langdon BLVD, Council Bluffs, IA, 51503

County: Pottawattamie

Director's Name: Megan Conklin

On-Site Supervisor: Haley Wilkins

Phone Number: 7123668301

E-Mail: megan.conklin.lcef@lewiscentral.org

HHS Visit Date: 03/25/2026

Licensing Period: 04/01/2025 to 04/01/2027

Fire Inspection:

Date Inspected: 08/21/2023

Comments: Fire inspections are due every three years. Please get me a more current inspection if you have one.

Report Visit Type:

- [ ] PTO
- [ ] Licensing Visit
- [X] 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	6:30 AM to 6:00 PM		
Tuesday	6:30 AM to 6:00 PM		
Wednesday	6:30 AM to 6:00 PM		
Thursday	6:30 AM to 6:00 PM		
Friday	6:30 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General				150	150
Summer					0

1. Basic Overview

An unannounced licensing visit was made to Lewis Central Lucky Children on 3/25/26. I met with Haley Wilkins, the on-site supervisor. Megan Conklin became the director on 5/26/25; however, she was not present on the day of my visit. Megan has over five years' experience working with children as a Lifestyle Director. I met with Megan Conklin and Jenny Wright to review staff files on 3/31/26. Jenny Wright completes the record checks for Lewis Central. I also talked with Megan about the licensing visit. Lewis Central Lucky Children is located in the Titan Hill Intermediate School. Before and after school child care services are provided for kindergarten to fifth grade children during the school year and a full day programming on in-service days and during the summer. Kindergarten and first grade children are bused to Kreft Elementary School before school and are picked up after school and brought to the program. The Lewis Central School District is the owner of the program. There are 180 children enrolled in the program.

Observation of rooms:
One hundred nine children and seven staff were present during my licensing visit. Initially, there were 74 children, but 35 more children from Kreft arrived. The center was out of ratio. The ratio is 1:15 so there should have been eight staff. Haley spent her time with me rather than being in ratio; however, she thought they were in ratio upon my arrival. The children were having fun participating in a variety of activities but spent most of their time outside on the playground. The children are generally separated by grade level and when participating in group specific activities. Staff had good interaction when the children were outside. They were attentive to the children's needs. Staff were spaced throughout the playground so they were able to see all the children and all the areas of the playground. The Lewis Central School District is very supportive of the program. Lesson plans/activities are needed. During the summer some field trips are taken. The program uses the swimming pool. The center uses the Brightwheel child care app. There were personal belongings that were accessible to the children in the office; this is a health and safety hazard. Make sure staff place their purses/personal

belongings in a place that isn't accessible to children. Don't allow staff's personal belongings to be stored in an unlocked cabinet or drawer that is accessible to children. When Haley met me at the front door, she left two children alone in the office without any supervision. Children must be supervised by sight and sound at all times.

Nutrition:
The center provides the snack every day. Breakfast is provided by the school and the snack is provided by the center during the school year. On no school days and breaks, breakfast and snack are provided, but the children must bring their own lunch. Perishable breakfast items provided by the center (yogurt, fruit, juice), and the school provides individually wrapped breakfast items like cereal, milk (perishable), and pop-tarts. They are combined to serve a full breakfast following CACFP guidelines. During the summer, the school provides breakfast and lunch, and the center provides the snack. Make sure children's lunches brought from home are refrigerated. Even if your program isn't on the federal food program, the center must follow the CACFP food program guidelines for snacks and meals. The menu was posted in the office, so it was not accessible to parents or children. Haley said they are trying to get it on Brightwheel. The menu must be posted.

Health and Safety:
Fire/tornado drills weren't practiced and documented consistently. Make sure you practice and document monthly fire/tornado drills. Emergency diagrams were not posted. Haley was unable to locate the emergency policies and procedures the previous year. Since then, they have developed specific emergency policies and procedures. They are posted by the phone in the office. Radon testing is the responsibility of the Department of Education. Make sure this is being completed and that your radon test score is under a 4.0 pCi/L. DHHS child care licensing no longer reviews your radon testing information because you are located in a school. The boiler was inspected and the certification expiration date is 7/31/26. Haley said the program follows proper medication management procedures when a child is prescribed medication. One child has an EpiPen that is not locked and is not accessible to children. The program has a complete first aid kit. Oasis Multi Quat is being used for sanitizing. Please review this product with your child care nurse consultant to make sure it is approved for child care. The school has a janitor that is responsible for cleaning the bathrooms and other areas. There were no handwashing postings in the bathrooms. Please post handwashing postings in each bathroom.

Transportation:
The program doesn't provide daily transportation services; however, the school transports kids to and from Kreft Elementary School from Titan Hill. The school bus provides transportation for field trips and some classes during the summer.

Playground:
The program utilizes the school playground. Monthly playground inspections are completed and documented. The school has a wonderful new playground with a variety of activities including climbing structures, slides, and swings. Turf fall surfacing is used.

Administration:
Haley Wilkins reported there are two staff meetings a year: one at the beginning of summer and one at the end of summer. There is ongoing communication with staff throughout the day. I would recommend that you have monthly staff meetings as your program has several noncompliance areas and various licensing rules need to be reviewed i.e. ratio, lesson planning/activities, etc. Child files are maintained on the Brightwheel child care app. I couldn't find the hard copy of emergency contact information for parents, the doctor/dentist, and pick up information. A hard copy of this information is required in case your computers are down. Information must be current. You need an annual statement of health signed by the parent completed annually for each child. Staff files were reviewed on 3/31/26 with Jenny Wright and Megan Conklin. Four staff files were reviewed and two were incomplete. One was missing Universal Precautions, one was missing mandatory child abuse training, and two were missing the required annual training hours. Please review all staff files and have them updated with the DHHS requirements.

2. Identify Observed Strengths of the program

Lewis Central Lucky Children is an excellent resource for the school district. Staff had good interactions with the children; they were positive and involved in programming. Megan Conklin is currently taking a course called Leaders in Early Education Administration Development (LEEAD) Licensing Compliance: Lead with Confidence. It is a class about licensing. Megan reports it is a great class and she is learning about what is necessary for licensing and being a director. Megan is excited about improving the program and meeting all the necessary requirements in the future as she learns the rules and regulations. There are cameras that cover all of the hallways, cafeteria, gym, and playground. Megan is receptive

to working with CCR&R and the Child Care Nurse Consultant. The center has made some improvements since last year. They have fewer citations this year than last year.

3. Identify the aspects that fall below the standard

109.7(2): Center directors and all staff have the required contact hours of training. Four staff files were reviewed and two were incomplete. One was missing Universal Precautions, one was missing mandatory child abuse training, and two were missing the required annual training hours.

109.8(2): Ratio maintained in center as required: Brief absence of staff person permitted for 5 or less minutes when another staff person is present. At least one staff is present in every room where children are resting. If ratio reduced to one staff per room during nap time, does not exceed one hour and ratio in center is still maintained. Ratio in infant rooms is always maintained. When more than eight children are present on the licensed premises, at least two staff members shall be present. For a period of two hours or less at the beginning and end of the center's hours of operation, one staff member may care for eight or fewer children, provided no more than four of the children are under two years of age and there are no more than eight children in the center. Ratio exceeded for school-age children when school classes unexpectedly start late, are dismissed early, or cancelled. For no more than four hours, care is limited to children already in the program and licensed capacity is not exceeded. The center was out of ratio. They only had seven staff when they needed eight. Also, during my visit, Haley was assisting me rather than being in ratio. The ratio for your center is one staff to 15 children.

109.9(2)a-c: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care as well as who can pick up the child as authorized by the parent. Hard copies of emergency information that may be necessary if their file is inaccessible on the Brightwheel app such as parent contact information, emergency contacts, doctor, dentist, and who is allowed to pick up the children must be maintained.

109.10(13)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year. No emergency diagrams were posted. Monthly fire and tornado drills were not practiced and documented consistently.

109.10(14)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. Two children were left alone in the office with no staff in the room.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. Sufficient cooling. Equipment placed in the program area is maintained so as not to result in injury to the children. There were two large backpacks that belonged to staff that were accessible to children in the office. Please keep all personal belongings locked and inaccessible to the children.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents. There were no lesson plans. Please develop and post lesson plans.

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

5. Special Notes/Recommendations

A full license is recommended for 4/1/25 to 4/1/27.

A referral to Child Care Resource and Referral is being made for consultation and training on a variety of areas that fall below standards.

I discussed with Director Megan Conklin their oversight of behavior management related to helping childcare staff: 1.

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Understand expectations, 2. Managing frustrations, 3. Monitor performance. They use a behavior blend model. They access CCR&R for additional staff training. Megan wants interactive training and not just online training. Megan watches for queues. Megan will meet with staff anytime there is an excessive event that is extra frustrating, talk it through with staff, and bring in parents to improve relationship between staff and the child.

Date: 04/02/2026

HHS Licensing Consultant: Tausha Bottorff

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**.