Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Little Paws Daycare

Provider No.: 39884

Address: 105 S East St, Manly, IA, 50456

County: Worth

Director's Name: Lori Jost

On-Site Supervisor: Jennifer Martin (lead PS), Brittney Guthart (Daycare)

Phone Number: 6414543283

E-Mail: bguthart@centralsprings.net bbrunsvold@centralsprings.net

HHS Visit Date: 10/19/2026

Licensing Period: 12/01/2026 to 12/01/2028

Fire Inspection:

Date Inspected: 10/02/2025

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		6:30 AM to 5:30 PM	
Tuesday		6:30 AM to 5:30 PM	
Wednesday		6:30 AM to 5:30 PM	
Thursday		6:30 AM to 5:30 PM	
Friday		6:30 AM to 5:30 PM	
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			40	56	96
Summer					0

1. Basic Overview

An unannounced annual visit was made to the Little Paws Daycare on 10-19-26. Brittney Guthard became the center director at the start of the 2026-27 school year and is well qualified based on her prior experience as the on-site supervisor, and on-going training. Jennifer Martin is the lead teacher for the preschool program. This program is located in the Manly Elementary school building making use of four classrooms. The center provides formal preschool programming, daycare services, and before and after school programming during the school year. Enrollment varies with the before and after school programming being available to all children enrolled in the school on a drop-in basis. There are approximately 28 children enrolled in the daycare program, and 34 enrolled in the preschool program at this time. All aspects of the program subject to licensing standards were reviewed.

The general layout of the building and facilities remains the same as in prior visits. The center uses four classrooms with one room for the preschool classes, one for meal service, and one for the daycare. The fourth room is being used as a teacher workspace and office area but does house some activity centers if additional space is needed for the daycare. The rooms have a typical school classroom layout design with a large open floor plan. Each room was observed to be clean with no concerns related to maintenance. Bathrooms are located off the main hallway and the teachers do escort the children to the restrooms when needed. Additional sinks are located in the classrooms to facilitate hand washing. Each room has windows on the exterior walls that also serve as secondary emergency exits. All exits were observed to be clear of obstruction. Each classroom makes use of furniture and play structures to define activity centers which are arranged so that they do not create any blind areas.

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2. Identify Observed Strengths of the program

Programming & Engagement:
The program has a strong focus on curriculum with the preschool having a well defined formal lesson plan, and the daycare following the same general focus themes. Information is provided to parents via a newsletter, and postings in the classrooms.
Good interactions were observed on the day of the visit with all teachers presenting planned curriculum activities, and attending to the children's needs.
The program makes use of positive behavior management techniques with using routines, transition activities, and reminders of expected behavior. One example was observed in the daycare program as children were waking from nap time where a child did not want to get up with their peers. The teachers did not force the child to get up but rather had one teacher transition the rest of the class to the next planned activity while another stayed with the child. The teacher did continue to talk to and encourage the child and after a few minutes the child did get up on their own and join the rest of the class.

Health & Safety:
While the school custodial services are primarily responsible for cleaning and maintaining the facilities the teachers were observed to clean and sanitize tables before and after snacks.
Teachers escorted the children to the restroom to provide supervision and ensure that the children washed their hands and did so in an effective manner. Hand sanitizer is also available in classrooms to supplement handwashing such as times after blowing their nose.
First aid kits are present in each classroom and the kits do contain supplies necessary to address most common first aid needs. The program also has access to the school if needed for more serious health concerns, and to administer medications.

Cleaning products, personal belongings, and other items that could be safety risk to children were stored in areas inaccessible to the children.
All cots had appropriate bedding, and were arranged to provide ample space between children.
Allergy notices and response plans were posted in classrooms.

Nutrition:
Meals are prepared by the school and brought to the program in covered dishes. The center does participate in the Child and Adult Care Food Program. A copy of the school menu was posted and the served meal was consistent with what was planned.
A refrigerator and some limited snack options are maintained in the classroom. Good food storage practices were observed with thermometers present in the refrigerator, and snacks generally consisted of prepackaged single serving snack options.
Meals are pre-portioned for the children and good food service and handling practices were observed with the teachers wearing food service gloves and measured scoops.

Playground:
The center has a playground area intended for younger children, and also has access to the school playground area for older children. Both playground spaces have a variety of play and climbing structures and pea gravel is used for fall surfacing.
While the school is responsible to maintain the physical facilities staff do need to conduct routing inspections to assess for safety concerns. Children need to be restricted from using those elements that are identified as not being safe.

Administration:
Required notices for No Smoking, License Certificate, Consultant Contact, and Mandatory Abuse Reporting were posted in an area that was readily visible and accessible to parents and visitors. Other required postings for emergency evacuation, emergency contacts, hand washing, curriculum, and daily schedule were also present.
The school has an electronic file maintenance system that parents have continual access to update contact information and authorizations. The school nurse also obtains and maintains physicals, immunizations, and response plans for children. As noted copies of response plans for identified health concerns were provided and maintained in the classrooms.
Staff files were reviewed and generally found to contain all required documentation however 1 employee file had an incomplete background check.
Inspection logs and certificates were available and current.

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3. Identify the aspects that fall below the standard

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record check. Copy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.
-- One file had an incomplete background check. -- CORRECTED

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

The center did provide confirmation that the incomplete background check had been updated.

5. Special Notes/Recommendations

A full license is recommended at this time. Please provide a written response to the licensing consultant identifying a plan of action to correct and maintain those aspects cited as not meeting licensing standards and identifying an anticipated date of compliance. At least one visit will be made to the center during the next year.

Date: 10/28/2026

HHS Licensing Consultant: Ray Salsbury

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**.