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

Name of Center: LilyPad Learning Center on Main **Enrollment:** 46 **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: 07-24-2023

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:** 05-05-2021

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

Date Inspected: 07-11-2022

Comments : A fire marshal inspection is due at least every three years.

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*

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 07-01-2023 to 07-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SW4 **Date:** 08-25-2023

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced annual full-licensing visit was conducted on 7/24/23. 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. She opened her first center in 2006 and named it LilyPad. This center (LilyPad on Main) was opened in 2013. Sara has since opened a full center in Ames and another school age program in Huxley. Sara has her degree in Special Ed 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.

The center has three enclosed classrooms and one open room in the center of the building. The center is located in a building on the main street of Huxley, with sole-occupancy of this building. There are businesses adjacent to the center. The old infant room is now one large room, with a capacity of 8. The open middle room has a capacity of 13. The large room on the side has a capacity of 18 and the other room next to the old infant room has a capacity of 12. This site serves K-1st grade and the new Lilypad school age program in town serves 2nd grade through age 12.

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.

Observation of each room:

This center has three working classrooms where children are divided into each room daily by number in attendance and there is one teacher per room along with the assistant director available to the children.. All three rooms have differing age/developmentally appropriate activities/supplies. The rooms were tidy and there were not clutter that would present a danger when needing to exit in an emergency. There was natural and alternative light sources in each room that lead out to the playground.
There are restrooms in the main area and in one room. There is a curtain for privacy. The children were on a field trip to the pool when this visit was occurring.

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 tidy and it appears the offerings for snack were in compliance with CACFP guidelines. 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. Radon Testing was completed June 2022 and all tests were under the recommended level. The furnace is checked frequently.

The building was tidy and organized without clutter.

Playground:
The playground is located on the west side of the building and is enclosed with a fence. The center had replaced cement on some areas and other areas had rubber artificial surfacing. The playground offered a variety of activities and included a good amount of shade.

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; the fire and tornado emergency plans were posted as was the non-smoking signs in conspicuous areas. The center did need to display mandatory reporter posts.

Five staff files were reviewed with one needing an updated CPR training and a new employee that was still to complete CPR within the first 3 months of hire. The files were otherwise orderly and appear up to date.

Ten child files were reviewed. There was one missing a signed/dated immunization record or exception signed and another needing parental signature for field-trips.

The program offers full time and part time care.

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

Over a year has passed now since the pandemic began. The center continues to follow all DHS guidelines pertaining to Covid-19.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center is working on participation in the IQ4K rating system.

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 good communication with the parents and families. The center sends out weekly newsletters.

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 have historically worked well with children who demonstrate challenging behaviors. The classrooms are set up well, and set up specifically for school age children.

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

The center receives positive parent feedback.

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:

109.4(3)a: Postings are required for:The certificate of license.Notice of exposure to communicable disease.Notice of decision to deny, suspend, or revoke center license or reduce to provisional status.All postings shall be conspicuously placed at main entrance of center.

109.4(4): Requirements and procedures for mandatory reporting of suspected child abuse shall be posted where they can be read by staff and parents.

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
Number not in compliance: 1

109.9(2)f: All files contain parent authorization for attendance at center-sponsored field trips and non-center activities. If an inclusive authorization form for activities is used, a copy is kept on file at the center.
Number not in compliance with center-sponsored trips: 1
Number not in compliance with non-center activities:: 1

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number invalid: 1

V. SPECIAL NOTES/RECOMMENDATIONS:

Radon testing is due every two years. The center last completed radon in June of 2022 and all rooms fell below the 4.0 cutoff.

The furnace is checked/inspected monthly.

The center takes a positive approach with regard to redirecting negative behaviors. The staff are familiar with the children and their families.

*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.