Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Prime Time Youth Care-Douma

Provider No.: 51151

Address: 307 W Mary ST, Ottumwa, IA, 52501

County: Wapello

Director's Name: Becky Eaton

On-Site Supervisor: Aubree Jackson/ Breanna Berry

Phone Number: 6416836337

E-Mail: becky.eaton@ottumwaschools.com

HHS Visit Date: 10/03/2025

Licensing Period: 08/01/2024 to 08/01/2026

Fire Inspection:

Date Inspected: 08/15/2024

Comments: due annually performed by the Ottumwa Fire Department David Cronin

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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Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General				70	70
Summer					0

1. Basic Overview

Prime Time Youth Care Douma site is a newly developed before and after school program. It is located in Douma Elementary School in a residential/business area in Ottumwa. The center is owned and operated by Prime Time Youth Care in Ottumwa. This center was newly licensed in 2020. It was operable for a year and then temporarily closed. The program was being housed at another location from 2022 until this year (2024).

The program Director is Becky Eaton. Director Eaton directs 2 similar programs for Prime Time Youth Care in Ottumwa. Director Eaton has full time experience in administration of a childcare center for 17 years and many hours of child care training professional development hours. She has held this position since December 2015. The Supervisor for this site is Aubrey Jackson that is present daily. On Site Supervisor Berry has served as OSS the past 7 years for various PTYC sites and is also available at times. Both administrators float to various sites throughout the week. OSS Berry has a 2 year degree focusing on early childhood development and has all required certifications.

Program hours are 6 am-8 am and 3:15pm-6:00pm Monday through Thursday and Friday 6 am-8am and 1 pm-6 pm. PTYC is governed by a board.

On 10/3/25 I conducted an unannounced licensing visit to the program. During the licensing visit I met with OSS Berry. At the time of the visit the staff was actively engaged in providing the preschool child care program to the children. All program areas were observed at that time.

Program Observations:

The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

The program is held in the art and music classroom, as well as the school gym and cafeteria. The program is available for students attending the school. I observed staff and children playing games in the gym and other groups engaged in outdoor activities and transitions. The program routine and schedule the day of the visit was orderly.

Center Nutrition Practices Observed:

Snack is prepared by kitchen staff and served in the cafeteria. Posted menus indicate that minimum nutritional requirements are met for school age children. Dry food storage was adequate. All opened food was placed in a sealed containers.

CACFP guidelines are available so that the center may provide approved snacks to the children.

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Center Health and Safety:

Regulations regarding staff and child hand washing, storage and maintenance of a first aid kit, emergency plans and drills for fire and tornado were reviewed. All First Aid kits were labeled. The kit should be taken outdoors or to the gymnasium each time the children leave the room.

Every child occupied program room has adult supervision in the room. Ratio is maintained during mealtimes. Ratio was maintained during outdoor activities at the center. Two adults are present when 7 or more children over age three are on the premises.

Regulations regarding safety and sanitation policies and procedures were followed. An adequate amount of natural light is provided by windows and other lighting available is overhead fluorescent lighting. Air quality, ventilation and lighting were adequate on both visit days.

I observed fire and tornado drills. They were completed as required.

We reviewed environmental testing and the maintenance of any necessary detection equipment including radon testing, fuel burning appliances inspection (due annually), carbon monoxide detectors, lead based paint visual assessments and square feet. Since this program serves school age children only, they are exempt from HHS oversight in these areas.

Regulations regarding prescription and non-prescription medication, specifically regarding requirements of physician directions, and parental consent were present not present. An action plan and a medication form are on file for each child with emergency medications or a health issue. The ill/injured area is located at the far end of the room away from other children until parents can arrive.

Center Playground:

The daycare outdoor play area is on the side of the school building. Surfacing material is of adequate depth. The area is fenced and has natural shade. Screws on the fence should be cut or capped so they are not potential puncture hazards. Screws should be two thread bolts or less. I observed the play area and no other safety hazards were noted.

Playground inspections were completed monthly. The Child Care Weather Watch is utilized if outdoor play is questionable due to varying weather conditions.

Center Transportation Arrangements/Field Trips:

The center provides no transportation and does not take field trips. If walking field trips are taken this year parents must sign a field trip permission form.

Center Administrative Records:

Child misbehavior is addressed by discipline intended to be remedial and instructive in nature. Individual teachers are allowed to develop methods of dealing with misbehavior consistent with that philosophy and short of methods that employ corporal punishment. Required notices and postings and required written policies provided to parents in the form of a parent handbook were present. Mandatory postings including, mandatory reporter information, the center license and licensing consultant contact information were present and available for parent review.

Emergency evacuation plans/maps are posted by each door. Emergency phone numbers are posted by the phone with posting adjacent for emergency numbers for police, fire and poison control center. It includes the center street address and phone number.

Staff and child files are reviewed annually. Child files are being kept in an application and in the center. This is an improvement from last year. The center has 30 days from the beginning of enrollment to procure all child physicals/health statements. Three children are missing immunizations, however, this is less than 5% of students enrolled and is not a pattern of disregard.

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Staff files were present. Information reviewed: updated physicals, CPR/First Aid, Iowa criminal/child abuse checks, mandatory reporting, initial universal precautions training, and continuing education courses on employees were up to date. Fingerprints are due every 4 years. Every staff member must be trained and have criminal background checks and fingerprints. Staff files should be onsite or all information in IPOWER. All staff PD hours had been uploaded to IPOWER. They were onsite for review. The program may access Child Care Resource and Referral for training assistance.

Emergency evacuation plans/maps are not posted by each door. Emergency numbers should be posted. Training will be conducted annually on the Emergency Preparedness Plan for this site moving forward.

Curriculum and schedules are present. HHS recommends schedules be altered so that staff are not supervising so many children at one time.

2. Identify Observed Strengths of the program

The center staff have access to a Director or floating OSS to assist.

3. Identify the aspects that fall below the standard

1. 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. The fire inspection is currently overdue. The Director agreed to send a new updated approved inspection. As of 10/21/25 an approved inspection has not been received.

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

5. Special Notes/Recommendations

The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. This is best achieved when children are broken into separate groups. This has been an issue in the past at this site. A technical referral was made to CCR&R and IDPH after the visit to assist the center with schedules, allergy action plans and all violations noted above. During the 2025 visit it appears that these issues are resolved.

The Director should meet with IDPH CCNC Kelsey Stookesberry and CCR&R Child Care Consultant Karen Lauer for licensing issues and best practice suggestions.

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to correct the deficiency noted above. The center is further directed to continue current compliance efforts and maintain current practice. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

I referred Director Eaton to CCR&R in 2015 and she consistently accesses consultation services. They are available for consultation at anytime as are IDPH Child Care Nurse Consultants. HHS encourages you to contact Child Care Resource and Referral Consultant Karen Lauer. Consultant Lauer contacted the Director prior to the relocation and making a visit in 2024. In the past year including IQ4K, training and consultation on the EPP. She also toured the building prior to moving. They offer centers assistance with meeting the DHS regulations, IQ4K, school age concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. It is evident the program participates in services with the level of compliance shown during the visit. This is duly noted.

Consultant Lauer had 2 visits regarding Business Policies and Practices the past year.
• TA – 9 with topics: Safety, Business Policies and Practices, HHS Referral, Training Consultation and Support Licensing

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Funding provided by the Iowa Department of Human Services through the Child Care and Development Fund

HHS encourages you to contact your local nurse consultant. Iowa Department of Public Health Child Care Nurse Consultant Mary Mikuelcky (American Home Finding Association-Ottumwa) works with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. CCNC Crouse provided consultations to sister programs in the past few years. Mary Mikulecky was the CCNC last year. She provided the following the past year:

8/12/24- Site visit for indoor/outdoor environment walk through. Business Partnership Agreement and survey completed.
8/13/24- Special needs technical assistance for non food allergy form
10/5/24- Diabetic action plan and medication administration technical assistance
10/8/24- Diet modification request form technical assistance
10/16/24- Care plan technical assistance
10/22/24- Child health record check up site visit
10/25/24- Child health record review email communication- technical assistance
12/6/24- Child health record follow up site visit
12/9/24- Technical assistance email to offer services for handwashing/safety visits
1/10/25- Child record Care plan follow up technical assistance
2/21/25- Medication/environmental allergy care plan technical assistance
4/21/25- Care plan technical assistance
4/23/25- Care plan technical assistance
The program has a new CCNC, Kelsey Stookesberry as of 2025.

The center can access PBIS Coach Joan Garrett who conducts training/ presentations and PBIS coaching and consultation.

Date: 10/21/2025

HHS Licensing Consultant: Jill Seibert

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**.