Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Time For Tots Early Learning Center

Provider No.: 7315

Address: 611 10th St, Harlan, IA, 51537

County: Shelby

Director's Name: Abigail Hester

On-Site Supervisor: Jill Clark

Phone Number: 7127552086

E-Mail: director@timefortots.ngo, asstdirector@timefortots.ngo

HHS Visit Date: 03/17/2026

Licensing Period: 05/01/2026 to 05/01/2028

Fire Inspection:

Date Inspected: 04/08/2025

Comments:

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] 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	5:30 AM to 6:00 PM		
Tuesday	5:30 AM to 6:00 PM		
Wednesday	5:30 AM to 6:00 PM		
Thursday	5:30 AM to 6:00 PM		
Friday	5:30 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	12	10	56	35	113
Summer					0

1. Basic Overview

An unannounced licensing visit was made to Time For Tots Early Learning Center on 3/17/26. The center is a locked facility and a person must be let into the building and then let into the programming areas. The center is connected to the building that houses Harlan Head Start, Head Start offices, and Child Care Resource and Referral. The center provides child care services to children infant age to school age, Monday through Friday, 5:30 AM to 6:00 PM. There are 45 children enrolled. Abigail Hester became the director in May 2025. She has six years' experience in child care. She has started an Early Childhood Education degree.

Observation of rooms:
There are five programming rooms. The infant room had eight children and two staff present. The center has moved the bottles to another area of the room after receiving consultation from the Child Care Nurse Consultant. This removed the risk of cross contamination with the diaper changing/hand washing sink. No lesson plans were present, but Abigail reported they are normally completed. The toddler room had four kids and one staff. It is for children 12-24 months. There were no lesson plans posted. There were a variety of toys for ages and development. The room was bright and colorful. The sinks need to be labeled as to which side is for handwashing and which side is for meal prep. It is recommended that the sinks are sanitized after each use. The two-year-old room is for 24 months to three years old. There was no toilet paper in the restroom. The diaper changing station had a waste can for diapers under the changing station, but the lock was broken and the door would not shut making this a health and safety hazard. The 3- and 4-year-old room/preschool room had eight children and one staff present. The children were participating in a book activity. Lesson plans were posted. The children wash their hands at the sink in the classroom instead of the sink inside the restroom. I talked with Abigail about either having the children use the sink in the restroom to wash their hands or continue to use the sink in the classroom and get a water jug for drinking water. There were a variety of toys and activities for all ages and development. The teacher in this

room was very enthusiastic and the children appeared to respond to her well. I remember this staff from the previous year and she was just as enthusiastic as in the previous year. Throughout the center, staff had good interactions with the children. They were positive and attentive to the needs of the children. The rooms looked good and have a fun variety of age and developmentally appropriate toys and equipment. Not all of the rooms had lesson plans/activities. Abigail assists with the lesson plans, as needed. The daily sheets looked good. The lunchroom is where the school age children are when they are present. The school age children were in school at the time of my visit

Health and Safety:
Medication management procedures are practiced when a child is prescribed medication. Abigail and one other staff are certified to dispense medication. Make sure you have written emergency plans for fire, tornado, flood (if susceptible), intruder in center, intoxicated parent, lost or abducted children, blizzards, power failures, bomb threats, chemical spills, earthquakes or disasters that could result in structural damage or health hazards. All employees at the center should be trained on your emergency procedures. Five radon tests were completed in December 2023. All test results were under a 4.0 pCi/L. Radon testing is required every five years if the results are below 4.0 pCi/L. The center has all electrical appliances. The center uses Purell Surface for sanitizing and disinfecting. It is premade and does not have to be mixed. Make sure you are following the three-step bottle procedure for both sanitizing and disinfecting - 1. Soap/water for cleaning, 2. Water for rinsing, and 3. Your EPA approved product for sanitizing and disinfecting.

Nutrition:
The center continues to have lunch catered from Treat America. The center provides breakfast and snacks. Monthly menus were posted in every room. The center is on the federal food program. Proper food storage was observed.

Playground:
The center has playground areas for the different age groups of children in the program. The younger children's playground is in the front of the center. It has a shade tarp that is put up during the summer months. It has rubber tiles for surfacing. The playground for the older children has a large structure and has padded surfacing. It is shared with Head Start. There is a crack on the slide on one of the climbing structures so the children are not allowed to play on it. They put tape up to prevent the children from playing on it. Abigail has been doing monthly playground safety checks.

Transportation:
The center doesn't provide daily transportation services. The SWITA bus is hired for transportation on field trips. Walking field trips are also taken.

Administrative records:
Six children’s files were in pretty good order. Two were missing dentist’s names and numbers. Three staff files were read and two were incomplete. Two staff were missing their annual staff training. One staff member did not have her physical, but she is a new staff member and has six months to complete it. Oen staff member had a transgression on their FBI national fingerprint background check and a transgression evaluation had not yet been completed. I provided Abigail with the instructions and form to do the transgression evaluation. Make sure you are knowledgeable of the Child Care Centers and Preschools Licensing Standards and Procedures Handbook.

2. Identify Observed Strengths of the program

Time For Tots is an excellent resource for the community. The center has an active board. The ProCare app is used. Abigail Hester became the director in May 2025. The center has received consultation and training from Child Care Resource and Referral and the Child Care Nurse Consultant on a variety of topics. The center made numerous changes to meet child care standards after last year’s inspection. Abigail and the center should be proud of all the changes and improvements they’ve made since last year’s inspection. Staff had good interactions with the children. They were positive and attentive to the needs of the children. Some staff have worked at the center for many years. The center would like to apply for the IQ4K program in the future and is working with CCR&R on this. Abigail has a good rapport with staff. Abigail also reported there is a lot of communication on the app. Abigail identified communication amongst staff and with parents as a strength. When asked about goals, Abigail said she wants to better the center. There has been a lot more communication with staff and parents since Abigail took over. She wants to update the rooms, obtain better toys, and put an Alexa in each room for circle time. She wants to set the rooms up for success.

3. Identify the aspects that fall below the standard

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109.6(4)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs. One of the staff had a transgression on their FBI national record check and Abigail had not done the transgression evaluation.

109.7(2): Center directors and all staff have the required contact hours of training. Three files were reviewed and two staff did not have the required annual training.

109.11(2)b: Program space must meet the following conditions: Room must be arranged so as not to obstruct the direct observation of children by staff. Individual covered mats, bed, or cots and appropriate bedding will be provided for all children who nap. Equipment and materials are maintained in a sanitary manner. Sufficient spacing must be maintained. The center will have sufficient toilet articles for each child for hand washing. One of the rooms did not have toilet paper in the restroom for the children.

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. In one of the rooms, the lock on the cupboard below the changing station was broken which is where the waste can for the diapers is stored. The cupboard door would not shut.

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. Lesson plans were not posted in every room.

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 Time For Tots Early Learning Center for 6/1/26 to 6/1/28.

Targeted Assessment Behavior Management
I discussed with Abigail their oversight of behavior management related to helping childcare staff: 1. Understand expectations, 2. Managing frustrations, 3. Monitor performance. Abigail reported she has an open-door policy and staff can come to her if they are struggling. Abigail recognizes when staff appear to be frustrated and Abigail will remove the children, if needed. They have a scheduled training course on 3/26/26 to help staff recognize and learn what to do when children have difficult behaviors.

Date: 03/20/2026

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**.