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: 09/09/2025

Licensing Period: 05/01/2024 to 05/01/2026

Fire Inspection:

Date Inspected: 04/08/2025

Comments:

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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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 9/9/25. 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 93 children enrolled. Abigail Hester became the director in May 2025. She has almost six years' experience in child care. She has started an Early Childhood Education degree.

Observation of rooms:
Not all of the programming rooms were in ratio. There are five rooms, but on the day of my visit, the toddler room and the 2–3-year-old rooms were combined. The infant room had eight children and two staff were present. There was not a separate garbage can for soiled diapers. Please make sure all rooms have a separate garbage can with a lid for soiled diapers. The toddler room had four kids and one staff. There were a variety of toys for ages and development. The room was bright and colorful. Proper diapering procedures were not followed. Please follow the proper diapering procedures. Please post diapering procedures at each changing station. The children's hands were not washed at scheduled times. The staff's hands were not washed at scheduled times. Please post handwashing procedures at every sink. I made a referral to the Child Care Nurse Consultant who is going to teach all staff the correct diapering procedures on 9/15/25 after hours. No lesson plans were posted, but Abigail said they normally are. The theme for last month was farming activities. The 2-year-old room had 11 children and two staff. This room was out of ratio. They combined some children under 18 months with children over the age of two years old. Children under 18 months cannot be with anyone older than two years old. I emailed Abigail the ratio guidelines. Again, this room needed a garbage can with a cover. It was underneath the changing table, but there was no lock on the door. The 3- and 4-year-old room/preschool room had six 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. The sink ran out of soap, but the teacher replaced it immediately. 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. 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, but Abigail said they normally are posted. Things are being moved around right now, including the bulletin boards for each room, which has prevented having everything posted. Abigail assists with the lesson plans, as needed. The daily sheets looked good.

The center is using Oxivir Tb for both 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.

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Health and Safety:
Medication management procedures are practiced when a child is prescribed 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. All of the rooms need emergency numbers posted by the phone or in a place that is easily accessible in each room. 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 it is below 4.0 pCi/L. However, Abigial was unable to find the radon tests and the results I have are from the previous report. Please find and have access to the radon tests. Abigail reported they do fire/tornado drills, but they have not been documented since April. This continues to be a repeat violation. You must practice and document monthly fire and tornado drills. You will need to develop a system to ensure these drills are being done monthly. Here are a few suggestions - post the fire/tornado drill forms on the wall as a reminder, schedule the monthly drills on your calendar, or designate another staff to do the monthly drills for the center. The center has all electric appliances.

Nutrition:
The center continues to have lunch catered from Treat America/Company Kitchen. The center provides breakfast and snacks. Monthly menus were posted in every room. The center is on the federal food program. Food was not properly stored. Please follow proper food storage guidlines.

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. It has rubber tiles for surfacing. There was a piece of rubber sticking out of the fall surfacing. Abigail has not been doing monthly playground safety checks. The playground for the older children has a large structure and has padded surfacing. It is shared with Head Start, but it is not currently in use. You need to make sure the monthly playground safety inspections are completed for all of your playground areas.

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:
Nine children’s files were read and six were incomplete. Some files need updated with emergency contact information for next of kin, contact information for the child’s doctor and dentist, and annual physicals. The name and phone number for the dentist is required. Please review all child files and have them updated with the required information.

Three staff files were read and were incomplete. Staff need annual training hours, mandatory reporter training, universal precautions, Iowa criminal and national record checks, and physicals. Make sure all staff have state and national record checks. Record checks must be updated immediately. Staff need current first aid/CPR training. Please notify me when all background checks are done as well as when the training is updated. Please review all staff files and have them updated with the required information. Make sure staff meet their training requirements. 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 on a variety of topics. 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; however, Abigail said she has no idea where to start. The center has received grants for equipment and supplies. They received the continuum of care grant for the four-year-old preschool. A board member was present while I was present and had very good things to say about Abigail. She has a good rapport with staff. Abigial 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.

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3. Identify the aspects that fall below the standard

REPEAT VIOLATION 109.6(4)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs. Iowa record checks have not been completed on all staff. Please complete Iowa background checks immediately.

REPEAT VIOLATION 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. Three files were reviewed and none had national criminal history checks within the last four years. Please complete national background checks immediately.

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 presen.t 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. Children under 18 months old cannot be in a room with children over the age of two years old. There were children who were under 18 months old that were combined with three-year-olds.

109.9(1)b: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report. Two of the three files reviewed did not have physical exams.

REPEAT VIOLATION 109.9(1)c: 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. Staff files were missing all of the required training. Please make sure staff are current on all training including CPR/first aid, Universal Precautions, Mandatory Child Abuse Reporting, and annual training.

REPEAT VIOLATION 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. Nine children's files were reviewed. One was missing emergency contact information and five were missing the names and/or numbers to the doctor and/or dentist.

REPEAT VIOLATION 109.9(2)i: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary. Three children were missing their annual physical examination. Please review all child files and make sure they are updated with the current information.

109.10(5): Staff hand washing: The center shall ensure staff demonstrate clean personal hygiene sufficient to prevent or minimize the transmission of illness or disease. Handwashing signs shall be posted at all sinks.

109.10(6): Children's hand washing: Center shall ensure staff assist children in personal hygiene. One child did not have their hands washed after being diapered.

REPEAT VIOLATION 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. Fire/tornado drills have not been documented since April.

REPEAT VIOLATION 109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept. Playground inspections have not been completed.

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 are not posted in every room.

109.12(4)b: Each infant and toddler shall be diapered in a sanitary manner as frequently as needed at a central diapering area. Diapering, sanitation, and hand-washing procedures shall be posted and implemented in every diapering area. There shall be at least one changing table for every 15 infants. There must be a garbage can solely for soiled diapers that has a lid on it. Two staff did not follow proper diapering procedures.

109.13(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed. Staff preparing food that have injuries on hands wear protective gloves. Staff serving food use clean serving utensils and have clean hands/wear protective gloves. Food is not being stored properly. Please seal food in an airtight container after opening.

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 for 6-1-24 to 6-1-2026.

It is concerning that there are numerous repeat violations and some of these were repeat violations from the year before. I am hopeful that the new director will be able to make the necessary corrections. Please read and become familiar with the Child Care and Preschools Licensing Standards and Protocols.

I made a referral to Child Care Resource and Referral to assist with the areas that fall below standards including background checks, training, child files, and staff files. I made a referral to the Child Care Nurse Consultant to assist with diapering, hand washing, and the set-up of the infant room. These are all areas that fall below standards.

Please send me an email by 11/1/25 letting me know how the noncompliance items listed above have been corrected.

Date: 09/17/2025

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**.