Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Manning Child Care Center

Provider No.: 13188

Address: 123 Main Street Ste A, Manning, IA, 51455

County: Carroll

Director's Name: Sara Jean Dahlgren

On-Site Supervisor: Paige Reynolds, Cassidy Weeks

Phone Number: 7126555437

E-Mail: manningccc@gmail.com

HHS Visit Date: 08/27/2025

Licensing Period: 06/01/2024 to 06/01/2026

Fire Inspection:

Date Inspected: 07/17/2024

Comments: State Fire Marshal inspections are due at least every three years. Make sure the corrections have been completed and you may have received an updated inspection following the completion of the corrections.

Report Visit Type:

- [ ] PTO
- [ ] 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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Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	28	12	44	24	108
Summer					0

1. Basic Overview

An unannounced visit was made 8/27/25. Manning Child Care Center is overseen by a Board and is located in a building downtown that also houses a couple of other companies/businesses. The center opened in September 2002. Sara Jean Dahlgren continues to be the director. She has been the director since November 2022. Sara has several years of experience working in child care. The on-site supervisors are Paige Reynolds and Cassidy Weeks. I met with Sara during my licensing visit. Child care services are provided to infant age children to school age children.

Observation of rooms:
The center allows drop-in care for all ages. The center has six programming rooms. The rooms looked nice and had a fun variety of age and developmentally appropriate toys and equipment. There is a large open area in the middle of the center that can be utilized for a variety of activities. The rooms were in ratio. The first infant room is for six weeks to nine or 10 months old, depending on their development. There were eight children and two staff. There were a variety of toys. Bottles and diaper changing are on demand or every two hours. The second infant room is from 9–10-month-old through 18 months, depending on their development. They have two evacuation cribs. There is a room for 18 months to 2 years old. There were seven kids and one staff member. They have a potty-training room and hand washing sink. The room was very bright with a variety of toys. The toddler room had seven kids and one staff. All of the kids are two years old. The children's artwork is displayed in the room. There are family photos posted in the room. There is a potty-training toilet and sink. The room was very bright and colorful. The 3-year-old room had 11 kids and two staff. There were photos of two kids in each photo on the wall with a Picture of Friends theme. There were two toilets and a changing table. There is a four-year-old to school age room. They use the same lesson plans as the three-year-olds. The children washed their hands when they came in from recess. There was a variety of toys for children for all stages of development. Some of the children were observed during nap time. The toys are placed in a bin if they are mouthed. They are then either sprayed with a sanitizer and let dry or they run them through the sanitizer washer in the kitchen. They are sanitized daily. The staff were positive and attentive to the needs of the children. The daily sheets looked good. The school age children were in school at the time of my visit. The center had many remodeling projects in 2023/2024. The teachers in each room make the lesson plans/activities. They have weekly themes and the theme during my visit was Back to School. The center uses their own learning curriculum that is based off of several other curriculums. The center uses the ProCare child care app but will be changing to the Playground App.

Nutrition:
Meals are prepared on site; the center employs a cook. Dishes are washed and rinsed by hand and then sanitized in the sanitizer only machine. Menus are posted. The center participates in the food program (CACFP). The kitchen looks nice and proper food storage was observed. One child has a nut allergy so the entire center is nut free.

Health and safety:

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Sara reported that monthly fire/tornado drills are practiced; however, they have not been documented since April. Radon testing was done in 2023 and a couple of radon tests were done in 2024. All test results were under 4.0 pCi/L. Please review radon information in your handbook as the frequency of radon testing has changed. The center has a gas stove, therefore an annual fuel burning inspection needs completed. It was completed on 12/11/24. All cribs and cots have sheets that are washed weekly. The center was following the correct sanitizing and disinfecting procedures and is using the three-step bottle procedure 1. Soap/water for cleaning, 2. Water for rinsing, 3. Your EPA and child care approved product for sanitizing and disinfecting. A hydrogen peroxide product is used for sanitizing and disinfecting. The center has a secure entrance and security cameras have been installed.

Playground:
The center has playground areas for the different age groups of children. Sara reports there are monthly playground safety inspections completed; however, they have not been documented. A new fence was installed 1 ½ years ago. New tiles are being replaced in September. There are two different play areas, but only one requires new tiles. They have rubber tiles that are used for surfacing on the playground.

Transportation:
The center doesn't provide daily transportation services. The center is a pick up and drop off site for school-age children. The school bus drops off and picks up the kids.

Administrative records:
Two staff files were read. One was missing the mandatory First Aid certification. Please have the staff member complete this immediately and send me an email by 9/19/25 verifying this has been completed. Five child files were read and three were not current. One needed a dentist's name and number, one needed permission for field trips, and one did not have an immunization card. Please update all children's files and send me an email by 9/19/25 explaining how this has been resolved. Quarterly staff meetings are held and Sara provides emails to staff on a regular basis. The center receives grants for equipment, supplies, etc. A monthly newsletter is provided. There was not a No Smoking sign posted. Please post the No Smoking sign and notify me it has been completed by 9/19/25.

2. Identify Observed Strengths of the program

Sara was very enthusiastic and proud of the program. They are organized and supportive of staff. Sara said they have great staff that they trust. Staff work well together. The center works with WAGES and TEACH. Staff were positive and attentive to the needs of the children. Sara delegates tasks to the on-site supervisors. Paige is responsible for making the schedules and the food program. The center got a new front door that is wheelchair accessible and three new signs for the building. The board is supportive of the center. The center is working on IQ4K and hopes to be ranked by the beginning of 2026. The center has a Facebook page. The center has good partnerships with other businesses in the community as well as Zion Lutheran Preschool in town. They have regular fundraisers including a mother/son activity, princess prom, and Staley's chicken dinner. The center received a large Continuum of Care grant.

3. Identify the aspects that fall below the standard

109.7(1): All staff (within first three months of employment): Iowa's training for the mandatory reporting of child abuse. At least one hour of training regarding universal precautions. Certification in First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained. Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute, or MEDIC First Aid or an equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained. Minimum health and safety trainings, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed. Two staff files were reviewed. One is missing First Aid Certification. Please have the staff certified in First Aid by 9/19/25.

109.9(2)d: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care. Five children's files were reviewed. One was missing the name and number of a dentist.

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109.9(2)h: Signed and dated valid Certificate of Immunization, Certificate of Immunization Exemption, or Provisional Certificate of Immunization, provided by the department must be on file for each child enrolled as required by Iowa Administrative Code 641—7. Five children's files were reviewed. One was missing a record of current immunizations.

109.10(9): Smoking and use of tobacco products shall be prohibited in the center and every vehicle used to transport children. Prohibited in outdoor play area during hours of operation. There was not a No Smoking sign posted. Please post a No Smoking sign.

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. Sara reports fire and tornado drills are practiced; however, they have not been documented for the last three months. Please document all drills.

109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept. Sara reports there are monthly inspection; however, they have not been documented. Please document all inspections.

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

5. Special Notes/Recommendations

Radon testing was last conducted 5/12/23 - 5/15/23 and again in January 2024. The levels were all in the acceptable range. The center can switch to every five years testing so long as the radon levels always remain below 4.0. If 4.0 or higher, retesting and mitigation plans would need to be initiated and the center would go back to every two years testing.

The annual furnace inspection was completed 12/11/24.

It has been previously noted the center only does walking field trips around the surrounding area.

Separate monthly fire/tornado drills should be done for school-age children.

The citations from last year have been resolved.

Please make all necessary corrections and email me by 9/19/25 indicating how these issues have been resolved.

A full license is recommended for 6-1-2024 to 6-1-2026.

Date: 09/08/2025

HHS Licensing Consultant: Tausha Bottorff

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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**.