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

Name of Center: Hilltop Child Development Center **Enrollment:** 41 **License ID No. (Reapplications)** 14921

Street: 16996 State Orchard RD **City:** Council Bluffs Iowa **Zip** 51503 **County:** Pottawattamie

Mailing Address: 16996 State Orchard RD, Council Bluffs, IA, 51503

Director's Name: Liz Tatman **Phone Number:** 712-352-1077

On-Site Supervisor(s): **E-Mail:** hilltop.director@gmail.com

Date(s) of Visit: 01-14-2025

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** **Administrative Change**

LICENSING VISITS

New Application **Re-Application** X **NA**

Signed Application (470-0722) Received **Yes** **No** X **NA** **Date Signed:**

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

Date Inspected: 07-19-2023

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care X 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	6	10	17	13	46
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2025 to 03-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 01-21-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was made on 1-14-2025 to Hilltop Child Development Center. The center is located in the lower level of Eastern Hills Baptist Church in Council Bluffs. The center has a separate entrance from the church. Liz Tatman is the director, she has been working at the center since the summer of 2012. (The center opened on May 2, 2005) Brian Tatman (Liz's husband) is the Pastor of Eastern Hills Baptist Church. Liz has a staff that helps with administrative paper work duties. The center offers child care to infants to school age children. The hours of operation are 6:30 am to 5:30 pm Monday through Friday. There are 41children enrolled.

Observation of rooms:
There are four program rooms and two program rooms were being used at the time of my licensing visit.
Infant room - one child and one staff were present. The daily sheets looked good. The infant room has a portable sink. I asked Liz to consider other room options for the infants that would have access to a plumbed sink. You will need to talk to the fire marshal to see if any other rooms would be approved for infants.
You will need to follow the manufacturer instructions for the portable sink and follow the hand washing procedures. Staff and children's hands must be washed following diaper changes.
Two/three year old room - there were six children and two staff present. The two to four year olds were combined on the day of my visit. The children were enjoying circle time and coloring. The staff were positive and attentive to the needs of the children. The lesson plans/activities looked good, the staff in each room are responsible for preparing the lesson plans/activities. The preschool three/four year old room wasn't being used on the day of my licensing visit. Lisa teaches preschool to the children.
School age room - the children were at school at the time of my visit. Make sure you have lesson plans/activities year round for the school age children.
The center uses ABEKA, and Scholastic curriculums. Liz reviews the lesson plans/activities for each room on a weekly basis.
The center uses the Brightwheel child care app.
Liz reported that someone accidentally ran their car into the outside wall to the infant room, no children or staff were in the room at the time. Repairs have been made i.e. new walls and window, new crib and curtains and the room has been painted. The school age room has been painted.

Nutrition:
The center participates in the federal food program. Breakfast, lunch, snacks are provided. Company Kitchen (formerly Treat America) caters the lunch and snack each day. Proper food storage was observed.
Menus are posted.

Health and safety:
Radon testing was done in February 2022 and all test scores were under 4.0 pCi/L. A radon mitigation system was installed in April/May 2012. Please review your handbook for information on radon testing as the testing requirements have changed.
A fuel burning inspection was completed on 11-5-2024. The center has a carbon monoxide detector. Fire and tornado drills are practiced and documented monthly. The center follows the medication management procedures and use the med log

when a child is prescribed medication.
The center is required to have monthly water testing, additional water testing is completed every three and six months - someone comes to the center to do the testing. The center uses bottled water for drinking water.
Staff clean the program rooms and a cleaning person comes and cleans the center at night.
Portable sinks are not recommended in child care due to sanitary and bacteria issues of changing and storing water. I have asked Liz to consider other room options for the infants that would have access to a plumbed sink. You will need to talk to the fire marshal to see if any other rooms would be approved for infants. In the past the center stated that they can't have (regular) sinks plumbed into the infant room due to their foundation and it would be a financial hardship. Please follow all the manufacturer's instructions for use, care and cleaning of the portable sink.

Playground:
Monthly playground inspections were completed.
Please refer to the Public Playground Safety Handbook for information for equipment, and surfacing.

Transportation:
The Lewis Central school bus provides transportation for elementary school children. During the summer children four years and older have gone on some field trips. Please maintain a maintenance log of repairs, oil changes etc. of your center vehicles.

Administrative records:
There are 8 staff employed at the center. Liz has quarterly staff meetings, she meets with staff individually as needed and she provides staff notes. All staff will be taking first aid/CPR on 2-8-2025. Liz is in ratio in the program rooms on a frequent basis. The center has all of the required postings. Liz is very thankful to have good staff longevity.
Three staff files were read and were in good order.
Eight child files were read - two files need a current physical. Please receive the current physicals as soon as possible.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Liz is very positive and excited about the child care center. Liz is very thankful to have good staff longevity, she credits her staff as being a close group. The staff had good interactions with the children, they were nurturing and attentive to the needs of the children.
Liz welcomes assistance from Child Care Resource and Referral.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

109.10(1)a: 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, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
Eight child files were read - two files need a current physical. Please receive the current physicals as soon as possible.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 3-1-2025 to 3-1-2027.

*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.