Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Janesville CSD Latchkey

Provider No.: 45414

Address: 505 Barrick RD, Janesville, IA, 50647

County: Bremer

Director's Name: Judy Eastman

On-Site Supervisor: Sarah Tenborg

Phone Number: 3199872581

E-Mail: Judy.Eastman@janesvilleschools.net

HHS Visit Date: 04/09/2026

Licensing Period: 05/01/2025 to 05/01/2027

Fire Inspection:

Date Inspected: 10/22/2024

Comments:

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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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		6:45 AM to 5:30 PM	
Tuesday		6:45 AM to 5:30 PM	
Wednesday		6:45 AM to 5:30 PM	
Thursday		6:45 AM to 5:30 PM	
Friday		6:45 AM to 5:30 PM	
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	33	100	133
Summer					0

1. Basic Overview

On 04/09/26 I made an unannounced off year licensing visit to Janesville CSD Latchkey in Janesville. I met with Judy Eastman, the director. Ms. Eastman started as the director on 07/01/23. Ms. Eastman has an AA in an unrelated field. She was a paraeducator for elementary children for five years and she has her substitute license. I also met with Sarah Tenborg, the morning on-site supervisor. She has been a paraeducator in the preschool classroom for six years. She started working in the latchkey program in August 2019. This is a program that had been operating under the Department of Education and transitioned to be licensed under the Department of Health and Human Services in May 2015. B.J. Meaney is the superintendent of the school. The program employs eight staff members and two substitutes.

The latchkey program is in Janesville School. The program operates Monday through Friday. The program serves preschool and school-aged children. The morning program is from 6:45 am until 8:05 am and the afternoon program is from 3:05-5:30 pm. On Wednesday afternoons there is an early out, so the program operates 2:00-5:30 pm. There are currently 70 children enrolled. The program only operates while school is in session.

The program operates out of room 129 to care for preschool children. The gym is primarily used for school-aged children. Room 114 is the primary School-Age childcare room when they cannot use the gym, but they also use room 112 as an overflow room. An inspection of each room was completed.

The centers observed include library, blocks, Legos, transportation, music, magnets, Play-Doh, table toys, games, art, dramatic play, woodworking, and puzzles. Materials were in good condition. The materials are stored in cabinets in the classrooms and in a closet in the gym. They are located at child level, so they are easily accessible to the children.

CHILD CARE CENTER ANNUAL EVALUATION

I visited the program during the morning hours of operation. The program was in ratio.

There was a phone with emergency numbers and the program's address and phone number posted in each of the rooms. Emergency fire and tornado procedures and evacuation diagrams were posted by all the main program doors. A daily schedule was posted on the parent board.

The program is not on the Child and Adult Care Food Program (CACFP) guidelines for their snacks. They are following the CACFP guidelines. Snacks are provided by the latchkey program in the afternoon. Snacks are served in the cafeteria in shifts. Snack calendars are maintained and posted on the parent board. Disposable products are used so dishwashing is not necessary. The program uses a refrigerator in the staff lounge. There were thermometers present. Most food items were stored according to NHSPS guidelines. There was cereal that was rolled up in the box. Once a food item is opened it must be stored in a sealed plastic, metal or glass container and be dated.

Children are released to school if they want to eat breakfast.

The program uses bleach and water to sanitize the food tables and toys.

When the program is eating snack, they use bathrooms in the hallway off the cafeteria. The girls' bathroom has three sinks and six toilets and the boys' bathroom has three sinks, two toilets, and three urinals. Handwashing procedures were posted.

The program uses bathrooms across the hall from the gym. The girls' bathroom has three sinks and three toilets. The boys' bathroom has three sinks, one toilet and four urinals. Handwashing procedures were posted in both bathrooms. T

There is a bathroom in the preschool childcare room that has one toilet and one sink and procedures were posted.

I reviewed documentation of monthly fire and tornado drills for preschool children and school-aged children. I reviewed documentation of monthly playground inspections. A radon test was completed in December 2025 and must be repeated in five years. Results were within EPA guidelines. An annual fuel burning inspection is not necessary because when the school had construction, they changed over to a system that does not use gas. A carbon monoxide detector is not necessary because there are no gas burning appliances. The fire marshal inspection occurred on 10/22/24.

The parent information is located on a bulletin board in the latchkey entrance, which is on the back side of the building. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

The program has use of the school playground. This is a large fenced in area. Woodchips are used for surface cushioning. You must rake the woodchips under all the swings so there are not big dips. There are two pieces of climbing equipment with slides, a tunnel and a bridge. There are also swings, two tire swings, rings, a sandbox, and a balance beam for the children. There is a grassy area and a concrete area with basketball hoops. Trees provide shade. The program added a spider climber to the playground and they are raising money for a zipline.

2. Identify Observed Strengths of the program

I visited the program during the morning hours of operation. The children were engaged in playing in both the preschool childcare room and the gym. Staff members were actively engaged with the children in both locations. In the preschool room the staff member sat with children at a table while they colored and maintained positive conversation with all the children. The School-Age staff members moved around the space while some children sat at tables and played and other children were playing with balls. Before being released to breakfast the preschool children joined the children in the gym and children played a group game. Staff members were terrific with the children and the children appeared to enjoy their time at the program.

Ms. Eastman states she has a good group of staff members and they enjoy working with the children.

Ms. Eastman states the children enjoy their time at the program and sometimes they do not want to leave.

Ms. Eastman states the parents are happy. They do a survey every year asking for feedback.

Ms. Eastman states they get the children outside as often as possible.

Ms. Eastman states she loves having high school staff members. They play with the children and they stay active and the children enjoy the interaction with them.

Ms. Eastman has always been great at asking me questions as they come up. I love her enthusiasm to learn and do what is correct in the program.

The program meets a need for parents who require before and after school care. It is convenient that transportation is not required.

Ms. Eastman has completed NAC training.

3. Identify the aspects that fall below the standard

N/A

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

N/A

5. Special Notes/Recommendations

A full license is issued for the remainder of the licensing period. All HHS licensing standards and procedures must be maintained during the renewal period.

You must rake the woodchips under the swings on the playground so there are no big dips.

Targeted Assessment: Behavior Management:
I discussed with Judy Eastman, the director, the oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance. Ms. Eastman states she took trainings and she models her expectations. She tells staff members to point out children doing the correct things and not the children who are not listening. Ms. Eastman states she rotates the staff members between the older children and younger children until she finds a good fit. Ms. Eastman states she talks with staff members to make sure they are doing the right things. There is a note in each program space where staff members can see it that tells staff members to calm down, move away, and start over or have another staff member step in.

Date: 04/28/2026

HHS Licensing Consultant: Becky Frost

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**.