



CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Woodbine Latchkey Program

Provider No.: 14176

Address: 501 Weare Street, Woodbine, IA, 51579

County: Harrison

Director's Name: Jill Ridder

On-Site Supervisor: Dee Thoms

Phone Number: 7126472411

E-Mail: jridder@woodbine.k12.ia.us

HHS Visit Date: 01/07/2026

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

Fire Inspection:

Date Inspected: 12/06/2023

Comments:

Report Visit Type:

☐

PTO

☐

Licensing Visit

☒

Drop In

☐

Administrative Change

License Type:

☒

Full

☐

Provisional

Quality initiative:

☐

Accreditation

Program Duration:

☒

Year-Round

☐

School Year

☐

Summer Only



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HOURS:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>
Sunday			
Monday	7:00 AM to 5:30 PM		
Tuesday	7:00 AM to 5:30 PM		
Wednesday	7:00 AM to 5:30 PM		
Thursday	7:00 AM to 5:30 PM		
Friday	7:00 AM to 5:30 PM		
Saturday			

Program Population Served:

- ☐ Infant(0-<24 Months)
- ☐ Toddler
- ☒ PreSchool
- ☒ School Age
- ☐ All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			20	30	50
Summer					0

1. Basic Overview

An unannounced licensing visit was made to Woodbine Latchkey Program on 1/7/26. The center is located in the Woodbine Community School building. The program provides child care to preschool and school age children Monday through Friday 7:00 AM to 5:30 PM. Full day child care is offered for in-service days, professional development days, holiday breaks, and during the summer. Jill Ridder is the director of the center. She is the elementary school principal and special education director. Dee Thoms is the on-site supervisor. There are 50 children enrolled. I met with Dee on the day of my licensing visit.

Observation of rooms:

The center has Tiger Tots for preschool age children. One of the Tiger Tots rooms has a smart board for music and movement as well as Lego tables. There are two program rooms located across the hall from the latchkey program for school age children. The latchkey school age children were in school at the time of my licensing visit. The center had lesson plans/activities for each room. The rooms have a great variety of age and developmentally appropriate toys and equipment. Preschool age children are combined with the latchkey program for a period of time in the morning and in the afternoon. There is a morning and afternoon preschool session through the school. The Tiger Tots program uses the A-Z Curriculum and Busy Toddler Playground Preschool curriculum. Dee and Rachel, the team lead, create the lesson plans. Pinterest is also used for craft ideas. Staff in each room prepare the lesson plans/activities. Smartboards are incorporated for music and movement activities. A new sensory wall activity was purchased as well as other sensory items, new soccer balls/nets, and volleyballs. Dee said the program rotates table time manipulatives and activities. The Preschool age children were having fun playing. Staff had excellent interactions with the children. They are nurturing and attentive to the needs of the children. The restrooms are located in the Tiger Tots room and in the hallway. The center uses the Brightwheel child care app. During the summer the center takes fun and educational field trips which include bowling, going to the CREW center to swim, putt



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putt, Scatter Joy Acres, Children's Museum, etc. Dee said they take over 20 field trips out of town over the summer.

Nutrition:

The program provides morning and afternoon snack with a variety of choices. Breakfast and lunch are provided by the school, but at a cost for families. During the summer, in service days, and breaks the children bring sack lunches which are kept in the refrigerator. Menus were posted. The center is not on the federal food program but complies with the CACFP food guidelines. Proper food storage was observed. The refrigerator/freezer had thermometers.

Health and safety:

Radon testing was completed in December 2025 for the three programming rooms. The test results were in the acceptable range. Since you are in a school the Department of Education is responsible for radon testing. DHHS licensing is no longer required to review radon testing information. Make sure testing continues and that your test scores are under 4.0 pCi/L. The annual fuel burning inspection/boiler inspection was completed. Monthly fire and tornado drills are practiced and documented. The medication management procedures are followed when a child is prescribed medication. First aid kits were properly stocked. The center uses Quat Plus TB for sanitizing and disinfecting.

Playground:

The school playground is used for the programs. There are climbing structures of which one is for preschool and one is for five and older. There are also swings. Rubber tiles are used for fall surfacing. They also use the indoor gym for things such as beanbag toss, hula hoops, jump ropes, playing with balls, etc. There are a variety of activities. The center documents monthly playground inspections.

Transportation:

Some children ride the school bus and the school bus is used for field trips.

Administrative records:

Director Jill Ridder and on-site supervisor Dee Thoms meet weekly. Dee has monthly staff meetings and she has implemented "Power Hour" where staff celebrate and collaborate with sharing information i.e. crafts and activities. She also has daily communication with staff. Seven children's files were read. None had a form that would allow the center to secure emergency medical treatment. File trip forms are obtained during the summer for students that attend during the summer. Two staff files were read and were in excellent order.

2. Identify Observed Strengths of the program

Dee Thoms is organized, enthusiastic, and creative. Staff had excellent interactions with the children. They were positive and attentive to the needs of the children. The program is an excellent resource for the community. The center receives grants for equipment and supplies including a grant for trauma/mental health and STEM. New items have been purchased including a new sensory wall activity item that many Tiger Tots children have been enjoying, other sensory items, new table top shuffle board, new soccer balls/nets, and volleyballs. Dee received an endowment grant and has talked with some of the children about items they would like to have in their rooms which will be assessed by staff. The community is supportive of the program. The center may apply for IQ4K in the future.

3. Identify the aspects that fall below the standard

109.9(2)d: None of the children's files reviewed contained a form giving the center consent to secure emergency medical and dental treatment.

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 1/1/25 to 1/1/27.



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6. ADDENDUMS:

- Addendum1: On 1/15/26, Dee Thoms brought to my attention that in their parent handbook is a statement that says in serious cases the center will seek emergency treatment and the parents would be called as soon as possible. The parents are required to sign off on this handbook indicating they agree the center can seek emergency treatment in the event of an emergency and the parent either can't be contacted or it is necessary for emergency treatment to be sought immediately and prior to contacting a parent. Due to this, the center should not have been cited for 109.9(2) d. In the future, the center will create a more formal form with the parent's signature.

This Addendum is approved by supervisor on 1/26/2026 2:43:11 PM

Date: 01/13/2026

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>.