

additional staff arrive on-site as well as additional children. Ms. Comried reported at 7:30am each classroom then separates into their respective classrooms. Ms. Comried stated enrollment at the center has increased in the last few weeks. Ms. Comried talked about how there are more children in the 4 and 5-year-old room in the morning but there is also additional staff to ensure all children are in ratio. Ms. Comried reported she will send out a memo to families informing them of the recent increase in enrollment. Ms. Comried also discussed how not all families have been following their contracted drop-off and pick-up hours which can also effect ratios and staffing. Ms. Comried stated she will remind families to follow their contracted pick-up and drop-off times or modify their contracts.

Special Notes and Action Required:

Based upon the above and Ms. Comried's verbal plan of action to remedy the situation, no further response is requested.

If you feel something is unclear or unjustly cited, please contact me (phone 319-892-6827; email alyons@dhs.state.ia.us <<mailto:alyons@dhs.state.ia.us>>) so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If I have failed to provide for you any information discussed during my visit, please contact me and I will forward the information to you. Thank you.

Consultant's Signature:



Date:

01/10/2014