Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Cribs 2 Crayons Early Learning and Resource Center

Provider No.: 53169

Address: 205 Adams St Suite 2, Waterloo, IA, 50703

County: Black Hawk

Director's Name: Mary Buchanan & Shayla Buchanan

On-Site Supervisor: Mary Buchanan & Shayla Buchanan

Phone Number: 3195045654

E-Mail: marybchr@aol.com

HHS Visit Date: 08/19/2026

Licensing Period: 05/18/2026 to 07/01/2028

Fire Inspection:

Date Inspected: 04/16/2026

Comments:

Report Visit Type:

- [ ] PTO
- [X] 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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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	5:00 AM to 11:00 PM		
Tuesday	5:00 AM to 11:00 PM		
Wednesday	5:00 AM to 11:00 PM		
Thursday	5:00 AM to 11:00 PM		
Friday	5:00 AM to 11:00 PM		
Saturday			

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	24	8	26	34	92
Summer					0

1. Basic Overview

On 08/19/26 I made an unannounced licensing visit to Cribs 2 Crayons Early Learning and Resource Center in Waterloo. I met with Mary Buchanan and Shayla Buchanan, the co-directors. I also met with Denisha Washington, the center manager/HR personnel. Mary had a registered childcare home for eighteen years. Shayla has a BA in elementary education and a master's degree in educational administration. She is working toward her doctoral degree in educational leadership. There are nineteen staff members employed by the center

Cribs 2 Crayons Early Learning and Resource Center was given permission to open on 05/18/26. They operate out of the Eastside Ministerial Alliance Community Center. The program operates Monday through Friday from 5:00 am until 11:00 pm. The center serves children from birth through school age children. There are currently 63 children enrolled.

The center operates out of eight rooms and a Great Room in the middle of the facility. The rooms include Brilliant Builders (two rooms for infants, one birth-12 months and one 12-18 months), Terrific Technicians (two rooms for toddles, one for 18 -24 months and one 24-36 months), Perfect Playmakers (two rooms for three and four-year-olds), Little Einsteins (Kindergarten through third grade), and Grand Genius' (third through fifth grade). An inspection of each room was completed. Windows provide natural lighting. The rooms for the older children with the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, magnets, math, science/discovery, woodworking, play dough and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level so they are easily accessible to the

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children.

The program uses Experience Baby Curriculum, Experience Toddler Curriculum, Experience Preschool Curriculum to prepare lesson plans for these age groups. The school age teacher states she uses a variety of resources to develop lesson plans. Activities are based on themes/studies. Each teacher prepares their own lesson plans. The center uses the Positive Behavior Intervention Supports (PBIS)/Pyramid Practices in their classroom. Lesson plans were not available in every room that was in operation. Every room must develop and implement lesson plans in the classrooms and have them available for review during licensing visits. A daily schedule was posted at the entrance and in some of the classrooms.

The center uses the Brightwheel app to complete daily sheets in the infant room. Brightwheel is also used to communicate with all the parents in the program.

There was a phone with emergency numbers and the center's address and phone number in the classrooms. Emergency fire and tornado procedures and evacuation diagrams were posted by most of the main program doors and outdoor exits. Post the evacuation diagrams near the exits to the great room in the Little Einsteins room and Grand Genius room. Staff members communicate using walkie talkies.

I reviewed documentation of monthly fire and tornado drills. They should be practiced on separate dates and at various times of the day. The records must be maintained for review during licensing visits.

There was no documentation for the monthly playground inspections. Playgrounds must be inspected every month and documentation must be maintained for review during licensing visits.

The radon test has not been completed yet. The program has one year from opening to complete radon testing in each program room. The program is geo thermal so annual fuel burning inspections and carbon monoxide detectors are not necessary. There are several carbon monoxide detectors in the great room. Outlets were protected. The fire marshal inspection occurred on 04/16/26.

The center does not currently participate in the Child and Adult Care Food Program (CACFP) but plans to once they receive their license. They do follow CACFP guidelines. All food items are prepared on site. The center serves the children breakfast, lunch, dinner and a morning and afternoon snack. The program is open until 11:00 pm so you must also serve the children an evening snack. Children must be served food no less than two hours apart and no more than three hours apart. Toya Quinn is the morning cook and Melissa Gary is the afternoon cook. I met with Ms. Quinn. She states uses a four week rotation of menus. She plans to make a fall menu. Menus and allergies were posted. Ms. Quinn states she and Ms. Gary keep a communication log with one another. She also keeps a food program binder.

Ms. Quinn states the preschool and school age children eat lunch and dinner in the great room. The younger children eat in their classrooms. She states family style or staff assisted serving is used for the children who are 18 months and older.

I observed the kitchen to be clean and organized. There is one industrial refrigerator, one industrial freezer, and one additional refrigerator and thermometers were present. Each room has a refrigerator and thermometers were present. Food items were stored according to NHSPS guidelines in the kitchen. There were food items that were not stored according to NHSPS guidelines in the two school age classrooms. Once a food item is opened it must be stored in a sealed plastic, metal or glass container and be dated.

Dishes are currently washed in the classrooms. All dishes must be sanitized using the three step method. Some classrooms are doing this and some are not. Ms. Quinn states the center plans to purchase an industrial dishwasher to do dishes. There are three industrial sinks available in the kitchen.

In the infant room the parents provide everything until the children start on table food. They wash and sanitize bottles in the classroom. There is a sanitizer in the room.

The center uses bleach and water to sanitize the food tables and the changing tables. Currently, the bleach is not being mixed strong enough to be a disinfectant. It is mandatory for changing tables to be cleaned with soap and water and then disinfected. I did speak with the staff member who mixes the bleach for the classrooms and she stated she would begin mixing all bottles as a disinfectant.

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There are sinks available in each of the classrooms and changing tables are in the classrooms for the infant and toddler rooms. Handwashing procedures must be posted near the child sink in one of the Perfect Playmakers' rooms. Diaper changing procedures must be posted near all the diaper changing tables. There is a cloth cover over the mat in the toddler room for children 188-24 months. This must be removed immediately. There is no way to disinfect this between diaper changes.

I discussed or observed diaper changes in the classrooms where they occur. In the Terrific Technicians room, the staff member was leaving her gloves on throughout the process. I explained to her that gloves are considered soiled and must be removed prior to putting on the new diaper and dressing the child. There was not a pattern of disregard so this will not be cited.

The parent information is located on a bulletin board inside the entrance. The mandatory reporter, childcare consultant information was posted. The handbook availability was not posted. I have provided them with an updated poster with the HHS website information. The letter giving Permission to Open Without a License was not posted. You must post the license once you receive it.

The center has two separate fenced-in playgrounds. Rubber tiles are used for surface cushioning in both areas. The infant and toddler area is on the west side of the building. It has small climbing equipment with a slide, sensory table, rocking toys, and a stationary boat to play on. This side could benefit from additional shade and the weeds should be removed.

The area for the older children is on the east side of the building. It has two slides, riding toys, rocking toys, a playhouse, basketball hoops, and a music center. The area would benefit from a shade structure.

Staff and children's files were reviewed at the time of the licensing visit. I reviewed eight children's files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor's and dentist's name, phone number and complete street address must be provided. Eight files did not provide adequate dental emergency contact information and five files did not provide adequate medical emergency contact information. The forms being used did not have a space for parents to give the center permission to seek emergency care in case of an accident or illness. Seven files did not have physicals. There were two missing immunization certificates and one invalid certificate because it was not on the mandated Department of Health and Human Services form. Two files did not provide information with next of kin with emergency numbers in case of an emergency and two files did not have information with who had permission to pick the children up. Parents must provide all this information within 30 days of enrollment.

I reviewed three staff files. The staff members did not have physicals but have six months to get them. A reminder that they must be on the mandated HHS employee form. If the staff members have completed Essentials training in the past, they can take it again to meet their mandated 10 hours of on-going training if it has been over 5 years. If they have taken Essentials within the past five years they will have to get 10 hours of on-going training from another training. Background checks have been completed.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Initially there were some missing policies, but the center corrected this immediately.

Emergency Preparedness Plans have been completed.

2. Identify Observed Strengths of the program

Staff members were actively engaged in child friendly activities in the classrooms. All the rooms were within ratio. I observed staff members reading books to children. They included the children in the story by asking them questions. Some classrooms use a sticker chart to encourage positive behaviors. Child friendly music was playing in several classrooms. Staff members offered the children choices and encouraged them to use their imaginations during play. They were patient and used positive redirection when necessary. In the school age room, the children were working on a multiplication worksheet. The staff members spoke with the children about using good manners. In the infant room the staff members had good teamwork and communication. They were nurturing and attentive.

The administrative team has experience in childcare.

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Denisha states the center has a “village” feel. They feel like a family.

Shayla states there is passion and love seen from the children and staff members. The parents tell them their children are excited to come to the center and they do not want to leave. Denisha agreed that the children love to be at the center.

Shayla states they have staff members who have childcare experience. Their knowledge and experience provide them with quality staff members. This helps breech the learning gap. Their experienced staff can help train new staff members.

Shayla states they have to preschool classrooms that operate Monday through Friday from 8:30 am until 2:30 pm.

Shayla states they have a good administrative team and they work well together. If they see something, the do something.

The center has a Facebook page and a website.

The center is a bus stop for children on IEPs. They were not sure which schools in the district they would be a bus stop for.

The center plans to apply get on CACFP.

The center plans to apply for IQ4K.

3. Identify the aspects that fall below the standard

109.9(2)a-c: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center’s care as well as who can pick up the child as authorized by the parent.
The forms being used did not have a space for parents to give the center permission to seek emergency care in case of an accident or illness. Two files did not provide information with next of kin with emergency numbers in case of an emergency and two files did not have information with who had permission to pick the children up. The center has CORRECTED the form so parents can give permission for emergency care.

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.
Files must contain emergency contact information for the doctor and dentist of each child. The doctor’s and dentist’s name, phone number and complete street address must be provided. Eight files did not provide adequate dental emergency contact information and five files did not provide adequate medical emergency contact information.

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.
There were two missing immunization certificates and one invalid certificate because it was not on the mandated Department of Health and Human Services form.

109.9(2)i: 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, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
Seven files did not have physicals.

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.
Post the evacuation diagrams near the exits to the great room in the Little Einsteins room and Grand Genius room.

109.11(2)b: Program space must meet the following conditions:Room must be arranged so as not to obstruct the direct observation of children by staff.Individual covered mats, bed, or cots and appropriate bedding will be provided for all children who nap.Equipment and materials are maintained in a sanitary manner.Sufficient spacing must be maintained.The center will have sufficient toilet articles for each child for hand washing.

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There was no documentation for the monthly playground inspections. Playgrounds must be inspected every month and documentation must be maintained for review during licensing visits. Dishes are currently washed in the classrooms. All dishes must be sanitized using the three step method. Some classrooms are doing this and some are not. Currently, the bleach is not being mixed strong enough to be a disinfectant. It is mandatory for changing tables to be cleaned with soap and water and then disinfected. Handwashing procedures must be posted near the child sink in one of the Perfect Playmakers' rooms. Diaper changing procedures must be posted near all the diaper changing tables. There is a cloth cover over the mat in the toddler room for children 188-24 months. This must be removed immediately. There is no way to disinfect this between diaper changes.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.
Lesson plans were not available in every room that was in operation. Every room must develop and implement lesson plans in the classrooms and have them available for review during licensing visits.

109.13(1 and 2): Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines.Staff shall provide supervision at table during snacks and meals.Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep.Menus shall be made available to parents and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.
The program is open until 11:00 pm so you must also serve the children an evening snack. Children must be served food no less than two hours apart and no more than three hours apart.

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. All DHS licensing standards and procedures must be maintained during the renewal period.

Targeted Assessment: Behavior Management:
I discussed with Mary, Shayla and Denisha their oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance. Shayla states they train the staff members on PBIS/Pyramid Practices. They model for staff members how to handle difficult situations when they are in the classrooms. They practice redirection. Shayla states they have the philosophy, "If you see it, you say it". They talk with the child and the staff member so they can train and teach. They solve problems on the spot. They encourage staff members to hold each other responsible. Be mindful that if a parent walks in that they are portraying actions they can be proud of.

Denisha states they make sure that the staff member's behaviors are not the trigger for the child's behavior. She states everyone is different and responds differently. Responses need to be individualized and staff members need to adjust as necessary. They reported a staff member can get on their walkie talkie and call administration for help so they can get some air and take a break. Administration will step into the room.

To monitor they will listen to staff members' tones or the elevation of their voices. They go into the rooms and walk through the center frequently. The cook is also in the rooms and gives staff members impromptu breaks. They have cameras, but they are currently not working reliably and they can only be viewed on a screen in the great room.

Date: 09/03/2026

HHS Licensing Consultant: Becky Frost

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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**.