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

Name of Center: West Side Kids Inc **Enrollment:** 94 **License ID No. (Reapplications)** 6357

Street: 255 NE Dartmoor DR **City:** Waukee Iowa **Zip** 50263 **County:** Dallas

Mailing Address: 255 NE Dartmoor DR, Waukee, IA, 50263

Director's Name: Cindy Vokes **Phone Number:** 515-978-0322

On-Site Supervisor(s): Erica Shephard **E-Mail:** westsidekidsinc@aol.com

Date(s) of Visit: 05-15-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 04-11-2022

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

Date Inspected: 10-12-2022

Comments : Waukee Fire Marshal.

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

Financial Type: X Profit 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 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	32	18	36	62	148
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 06-01-2022 to 06-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Nate Knepper **Date:** 05-15-2023

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An off-year visit was conducted on 5/15/23. All three owners were present during the visit.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. The most recent COVID updates were also reviewed.

West Side Kids Incorporated opened in July 2005 and they are located in Waukee, IA. The director is Cindy Vokes. The on-site supervisor is Erica Shepherd. The activities director is Erin Christianson. These three individuals are also the owners of the center. The center serves children as young as six weeks old and up to 12 years in age. The center utilizes their own learning curriculum based off of several other learning curriculums with children which includes the Creative Learning Curriculum and Handwriting Without Tears Curriculum.

During the visit, children were observed napping in cribs and having tummy time in the the youngest infant classroom. In other classrooms, children were observed washing hands, sitting down and eating lunch snack, and engaged in free-choice play at the different learning stations in classrooms. Cots were being placed out by staff for naps that would soon follow. Cot spacing was sufficient. Cleaning/sanitizing/disinfecting procedures discussed were sufficient.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center is family owned. In addition, several staff members have worked at the center for several years now.

There is an Advanced CNA staff member on site.

The center utilizes their CCR&R consultant as well as their nurse consultant as needed.

Within the past year, the center has made several renovations that included new equipment for classrooms, a new playground structure, new appliances, new furnace, and new flooring.

There is a secure entrance into the main classroom areas. Each family has their own code. Other visitors have to ring a doorbell to gain access. The director's office is also next to the foyer area that individuals/families first enter into.

The entire center is nicely decorated, smelled clean, and looked clean. Staff get a checklist they go over daily in regards to health, cleaning, and safety procedures.

The center has their own website as well as a Facebook page.

Good staff/child interactions were observed during the visit.

The center has Spanish lessons for younger children. The center also teaches children sign language.

The center strives to get staff more annual professional development training that required by the State.

For the past four years in a row, the center received 100% on their child immunization audits.

There is an incentive/reward program in place to recognize staff achievements/milestones.

The center uses the Bright Wheels app to further communicate with parents.

Management believes they have a good staff working for them.

Enrollment has increased over the past year.

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

109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse. At least one hour of training regarding universal precautions and infectious disease control. Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained. Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained. Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
ONE STAFF MEMBER IS PAST DUE FOR SOME OF THESE CERTIFICATIONS/TRAININGS.

109.9(1)b: All files contain: A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information. Copies of the results of Iowa records checks conducted. Copies of national criminal history check results. Any Department-issued documents sent to the center related to records check.
Number not in compliance: 1 staff member needs to be fingerprinted.

109.9(2)b: 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.
Number not in compliance for medical: 0
Number not in compliance for dental: 1 child file was missing the address and the phone number for their dentist.

109.9(2)c: All files contain information regarding the specific health and medical needs of a child including information regarding any prescribed treatment.
For school-age programs in the child's school, all files include a statement signed by the parent that the immunization information is available in the school file.
Number not in compliance: 1 child was missing a current physical in their file. THIS IS A REPEAT ISSUE FROM LAST YEAR.

109.10(11): Smoking and use of tobacco products shall be prohibited in the center and every vehicle used to transport children. Prohibited in outdoor play area during hours of operation. Nonsmoking signs shall be posted at every entrance and in every vehicle used to transport. Signs shall include: Telephone number for reporting complaints. Internet address to DPH.
A No Smoking sign is needed in one of the vans.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade.
In regards to the new playground structure, some of the bolts underneath need another nut/cap on them so that no more than two threads to bolts are exposed.

V. SPECIAL NOTES/RECOMMENDATIONS:

Radon testing was last completed 4/21/23 - 4/24/23. Because radon levels came back below the 4.0 cutoff, radon testing can move to being done every five years in classrooms. If radon levels at that time come back 4.0 or higher, then the center

would have to do retesting and move back to every two years testing.

The furnace was replaced in 4/2023. Annual testing will be needed starting at least next April 2024.

As mentioned the past two years, the emergency preparedness kit should be more readily accessible if ever needed. It was tucked/stored behind other equipment in a closet again. It is recommended this suitcase/kit be stored in the office.

There should be separate monthly fire and tornado documentation for school-age children.

I-Power and IQ4K were discussed at the visit. The center has most of their staff in I-Power.

A hand washing sign should be posted in the boys restroom in the gym.

The staff refrigerator will need to be wiped clean as something had spilled.

16 and 17 year old staff now also need to be fingerprinted. In addition, they will also need parent/guardian authorization.

*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.