Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Drake University Head Start - St. Timothy's

Provider No.: 52469

Address: 1020 24th Street, West Des Moines, IA, 50266

County: Polk

Director's Name: Lisa Proctor

On-Site Supervisor: Sarah Devick

Phone Number: 5152711854

E-Mail: lisa.proctor@drake.edu

HHS Visit Date: 02/13/2026

Licensing Period: 02/01/2026 to 02/01/2028

**Fire Inspection:**

Date Inspected: 02/24/2025

Comments:

**Report Visit Type:**

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

**License Type:**

- [X] Full
- [ ] Provisional

**Quality initiative:**

Quality Rating: 3

- [ ] Accrediation

**Program Duration:**

- [X] Year-Round
- [ ] School Year
- [ ] Summer Only

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## CHILD CARE CENTER ANNUAL EVALUATION

| HOURS: | *Year-round* | *School-Year* | *Summer Only* |
|---|---|---|---|
| Sunday | | | |
| Monday | 8:15 AM to 2:45 PM | | |
| Tuesday | 8:15 AM to 2:45 PM | | |
| Wednesday | 8:15 AM to 2:45 PM | | |
| Thursday | 8:15 AM to 2:45 PM | | |
| Friday | 8:15 AM to 2:45 PM | | |
| Saturday | | | |

**Program Population Served:**

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

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Aged | Capacity |
|---|---|---|---|---|---|
| General | | | 15 | | 15 |
| Summer | | | | | 0 |

**1. Basic Overview**

Drake University Head Start - St. Timothy's opened in March 2024. The preschool is located in one classroom in St. Timothy's. This preschool serves children ages three to five. Lisa Proctor is the the director of Drake University Head Start Programs. Sarah Devick is the lead teacher. Sarah has a Bachelors degree in Early Education. She has been with Head Start since 2021.

An unannounced visit was completed on today's date. All areas subject to HHS licensing rules were reviewed. Mandatory postings are in place. The class schedule and lesson plans were posted by the classroom entrance. The classroom has developmentally appropriate furnishings, toys and learning supplies in place. There are several defined interest areas set throughout the classroom. Children's belongings are kept in cubbies.

Sarah and Megan, the teacher assistant, assisted with today's visit. There were ten children in attendance today. Child directed learning and play activities were observed today. Staff were actively engaged assisting the children throughout the visit.

The center serves breakfast, lunch and afternoon snack. The center gets lunches from West Des Moines Schools. Menus reflect the center follows CACFP requirements. Lunch served today was chicken salad, peaches, wheat roll and milk. Meals and served family style.

The church has an existing playground. Head Start has plans to remodel that playground. Playground checks are completed by staff.

## CHILD CARE CENTER ANNUAL EVALUATION

The center doesn't provide transportation.

**2. Identify Observed Strengths of the program**

The preschool participates in the IQ4K program and has a three star rating. Head Start Preschools are well supported. Children benefit from Head Start's collaboration with other early childhood professionals. Head Start Programs do a good job maintaining administrative records.

**3. Identify the aspects that fall below the standard**

There were no licensing violations cited during today's visit.

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

NA

**5. Special Notes/Recommendations**

The center has a full license.

Date: 02/19/2026

HHS Licensing Consultant: Melinda Larson, Child Care Licensing Consultant

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**.