Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Y's Kids at Kingsley

Provider No.: 46511

Address: 201 Sunset RD, Waterloo, IA, 50701

County: Black Hawk

Director's Name: Sherry Davenport

On-Site Supervisor: Maci Steffen

Phone Number: 3192347589

E-Mail: sdavenport@ywcabhc.org

HHS Visit Date: 09/30/2025

Licensing Period: 12/01/2025 to 12/01/2027

Fire Inspection:

Date Inspected: 09/30/2024

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		6:30 AM to 6:00 PM	
Tuesday		6:30 AM to 6:00 PM	
Wednesday		6:30 AM to 6:00 PM	
Thursday		6:30 AM to 6:00 PM	
Friday		6:30 AM to 6:00 PM	
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	0	45	45
Summer					0

1. Basic Overview

On 09/30/25 I made an unannounced licensing visit to Y's Kids at Kingsley Elementary in Waterloo. Maci Steffen is an on-site supervisor but she was not present the day of my visit. Ms. Steffen has been with the program since April 2025. I met with Kimora Jackson, who is the regular afternoon staff member, and Shannon Marley. Sherry Davenport is the director. She has worked with YWCA since 2021 and was previously an on-site supervisor in one of the latchkey programs. Abby Adams is the assistant childcare director. She has a BA in elementary education with a minor in social/emotional learning. She previously worked in one of the latchkey programs. Two staff members are present during the morning hours and two staff members are present during the afternoon hours.

The program is in Kingsley Elementary. They primarily operate out of the cafeteria. They can also use the gym if it is not in use. The before and after school program operates Monday through Friday from 6:30-8:30 am and 3:40-6:00 pm. The program serves children who are in kindergarten through fifth grade. There are currently 23 children enrolled.

The cafeteria is a space that allows for free play and organized activities. The children are also able to use the gym. There is some natural lighting in the cafeteria. Artificial lighting is used in the gym. The centers observed include art, Legos, library, table toys, and transportation. Centers are stored in the entrance.

I visited the program during the afternoon hours of operation. The program was in ratio. The number of children at the program at any one time is changing constantly because of children arriving and leaving.

The children use two bathrooms in the hallway. The girl's bathroom has two toilets and a birdbath sink and the boy's bathroom has one toilet, one urinal and a birdbath sink. Handwashing procedures were posted. There are additional

bathrooms located in the school.

The program has a cell phone and emergency numbers with the program's address and phone number were posted on the parent board. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits in the cafeteria and gym. A daily schedule was posted.

Staff members keep a binder that provides information on who has permission to pick up each child. It also has information for each child on allergies, medications, photo release and travel permission.

I reviewed documentation of monthly fire and tornado drills. Drills have been practiced this school year. During the 2024-2025 school year there were no fire drills documented in August, November or December 2024 or January through March 2025. This is a serious offense. Both fire and tornado drills must be practiced every month and documented. This is an on-going issue that I expect to be corrected immediately. It is the administration's job to monitor the programs and ensure they are practicing monthly drills. Ms. Davenport was not the director last school year.

I reviewed documentation of monthly playground inspections. The playground inspections have been completed this year. There was no documentation for December 2024 through February 2025. It is likely the playground was not used during this time, but you must write this on the playground inspections so there is documentation every month.

Radon testing, a fuel burning inspection and a carbon monoxide detector are not necessary because the program is exempt from environmental assessments as a before and after school-age program located in a public-school building. Outlets were protected. The fire marshal inspection occurred on 09/30/24.

The children are offered breakfast through the school once they are released from care. The YWCA offers afternoon snacks. Snack is provided by the school for the program. A snack menu was posted. Disposable products are used so dishwashing is not necessary. Snacks are eaten in the cafeteria. Snacks are stored in the milk cooler in the cafeteria. There is also a refrigerator and a thermometer was present.

Ms. Jackson states she cleans and sanitizes the table prior to the children arriving for the afternoon program. The children were playing on the tables and then sat down to eat snacks at the tables. The tables must be cleaned and sanitized before children eat snacks. I would recommend delegating a table for snacks and not allowing the children to play at this table.

The center uses Sani-T-10 Plus to sanitize the food tables.

The parent information is located on a bulletin board. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously posted. A no-smoking sign was posted at the entrance.

The program uses the elementary school's playground. Woodchips are used for surface cushioning. There are multiple pieces of climbing equipment located in the play area. Some of the items available include slides, two teeter totters, monkey bars, and a balance board and balance beam. They also had a stationary bus for the children to play on. There are benches and a picnic table available. There is a large grassy area for the children and a concrete area for the children. Shade is provided by trees. They also have use of the school gym.

The children's files were reviewed at the time of the licensing visit. I reviewed six children files. They were in great condition.

On 09/25/25 I reviewed one staff file at the YWCA of Black Hawk County site. Ms. Steffen did not have a signed employee statement. There were no fingerprint results for her. Ms. Steffen did not have documentation of universal precautions, mandatory reporter or Essentials training. These trainings should be completed within 90 days of hire. She did not have a physical. This staff file must be corrected.

2. Identify Observed Strengths of the program

Staff members were great with the children. One of the staff members was a sub and it was her first time at the program. She introduced herself to children and told them it was nice to meet them. The children were engaged in free play and then washed their hands and ate snacks. Staff members were actively engaged with the children and encouraged them to use

their imaginations. They maintained positive conversation. One staff member helped a child with their math homework. The children then went outside. They positioned themselves to supervise the children who were spread out on the playground. The children appeared to enjoy their time at the program.

Ms. Jackson states the staff members from both the morning and afternoon programs maintain good communication with each other via text. This allows all staff members to be aware if anything happened at the program that everyone should know about.

Ms. Jackson states the staff members work together to solve problems. They listen to each other to come up with solutions.

Ms. Jackson states they plan “cool activities” for the children.

Ms. Davenport is the new director and she is doing great in this position. She previously worked as an on-site supervisor at a school site so she knows the expectations and she is dedicated to making the school programs successful.

The program provides a valuable resource to parents who require before and after school care. Parents do not have to worry about transportation for childcare.

The program had easy to read child enrollment forms.

The program serves a diverse population of children.

The program provides time for homework and academic assistance.

Y’s Kids is a time for the children to unwind, relax, be creative, and enjoy the company of friends in a safe and friendly environment with positive caring adult role models.

3. Identify the aspects that fall below the standard

109.7(1): All staff (within first three months of employment):Iowa’s training for the mandatory reporting of child abuse.At least one hour of training regarding universal precautions.Certification in 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, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
Ms. Steffen did not have documentation of universal precautions, mandatory reporter or Essentials training. These trainings should be completed within 90 days of hire.

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.
Ms. Steffen did not have fingerprints.

109.9(1)b: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
Ms. Steffen did not have a physical.

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.

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109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
I reviewed documentation of monthly playground inspections. The playground inspections have been completed this year. There was no documentation for December 2024 through February 2025. It is likely the playground was not used during this time, but you must write this on the playground inspections so there is documentation every month.

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.

An administrative change is being made to name Sherry Davenport as the director. She became the director in April 2025. The change was reported to Barb Sederburg in April 2025.

An administrative change is also being made to name Maci Steffen as the on-site supervisor.

The program must practice fire and tornado drills every month. This is an on-going issue that I expect to be corrected immediately. It is the administration's job to monitor the programs and ensure they are practicing monthly drills. Ms. Davenport was not the director last school year.

When the playground is not in use you must document on the form that it is not being used.

New staff members must complete the required mandated training within 90 days of hire and complete all on-going training hours. You must email me when the staff member has completed these mandated trainings and I will verify it in I-Power. These are overdue and should be completed as soon as possible.

Make sure tables are cleaned and sanitized prior to snack. I would recommend choosing a table for snacks and not allowing the children to play at the table until after snack.

Date: 10/14/2025

HHS Licensing Consultant: Becky Frost

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**.