Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: W4C's West

Provider No.: 53266

Address: 200 Jones Dr, Williamsburg, IA, 52361

County: Iowa

Director's Name: Michelle Koenighain

On-Site Supervisor: Vanessa Van Ahsen

Phone Number: 3196689515

E-Mail: michellek@williamsburgchildcare.com

HHS Visit Date: 09/01/2026

Licensing Period: 08/01/2026 to 08/01/2028

Fire Inspection:

Date Inspected: 01/14/2026

Comments: due every 3 years, performed by State Fire Inspector Kabala

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	6:30 AM to 5:30 PM		
Tuesday	6:30 AM to 5:30 PM		
Wednesday	6:30 AM to 5:30 PM		
Thursday	6:30 AM to 5:30 PM		
Friday	6:30 AM to 5:30 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	14	14			28
Summer					0

1. Basic Overview

W4C's WEST is an infant/toddler childcare center that partners with the school district to provide care for teachers' children and community children, expanding the need for childcare in the Williamsburg Community. It is located in Williamsburg on the Williamsburg High School campus. The program is owned and operated by Williamsburg District. It consists of classrooms, a kitchen, and a restroom in a newly remodeled residential home designed specially for childcare.

On 9/1/26 I made an unannounced licensing visit and met with OSS and staff. The program opened in August 2026. It is associated with two other licensed programs in town, whom share the same Director. The center Director of this program is Michelle Koenighain exceeds 100 points required to be Director. She holds a BA in Early Chidhood Education. She has worked for Williamsburg Community Childcare, a sister program, since 2017. Vanessa Van Ahsen is on site supervisor (2026). She has worked with associated programs since 2018.

Program Observations:

The classrooms are bright, clean, and attractive and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children.

Center Nutrition Practices Observed:

Menus are posted. Food was stored appropriately in the refrigerator and freezer. Thermometers were present. No food was expired. All open food was stored in sealed bags or containers. All food items being served meet CACFP guidelines.

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Sanitizers and disinfectants are being utilized that have been staffed with CCNC Lauderman or Merrill. If any child in the program has food allergies, an allergy action plan must be present. Iowa Department of Public Health Child Care Nurse Consultant can assist the center in developing a plan if need arise. The plan should be singed by the parent and a physician. The plan should be posted so staff can reference the plan in the event of an emergency.

Center Health and Safety:

HHS discussed supervision at length with the new program. It was discussed children must be supervised at all times and staff may not leave the classroom. Active supervision was being practiced during the visit.

Labeled first aid kits contain sufficient items to provide basic first aid. Medications are stored out of the reach of children. Prescribed medications have pharmacy labels intact. Emergency medications should be kept in the room with the child inaccessible to children but easily accessed by staff in case of an emergency. They accompany children outdoors.

Radon testing is due every 5 years and should be done in winter months when the ground is frozen. The test must be completed within a year of opening. A carbon monoxide detector is present. All cabinetry that could pose as toppling hazards are secured. Ventilation will be assisted by opening windows when possible. It is recommended the duct system be cleaned as recommended by the manufacturer. The center does not contain lead based paint. The Director is unsure if the building contains gas appliances.

Tornado and fire drills will be conducted and documented monthly.

Each child should have at least 35 square feet indoors.

We reviewed allergy action plans.

Center Outdoor Play Area:

The center is developing the outdoor play area. Outdoor play inspections will be conducted and documented monthly. A first aid kit is taken outdoors. The Child Care Weather Watch is utilized if outdoor play is questionable due to varying weather conditions.

Children outdoors must have at least 75 square feet each for gross motor play.

Center Field Trips/ Transportation:

The center does not provide transportation. Only walking trips will be taken to the school to utilize the gymnasium or walk around the community. The program understands field trips off campus require an extra staff to maintain ratio.

Center Administration:

The Center has a parent and staff handbook containing all required policies. The Director tracks staff information on a tracking sheet including SING checks and fingerprint results, This will be reviewed annually. Child file information reviewed include updated physicals, emergency contacts, dental and medical information, field trip and pick up authorizations.

Infant daily sheets are recorded on an app. Staff are aware of how to document incident reports.

The center has all required postings including Mandatory Reporter information, No Smoking signage, maps of the building for emergency evacuation. The center license and HHS Consultant contact information is also posted for parents to see.

All center staff were trained on the center Emergency Preparedness Plan and signed and dated acknowledgement of such. It is due annually.

2. Identify Observed Strengths of the program

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The program serves a need in the community.

The program is working in cooperation with the local school.

3. Identify the aspects that fall below the standard

1. 109.11(5): Bathroom facilities: One toilet and sink for each 15 children over two years of age in room with ventilation. Built after 11/1/95 – at least one sink in same area as toilet. Adequate training seats or chairs for children under two years if used in lieu of plumbed toilet. New construction after April 1, 1998, shall have at least one sink provided in the program rooms for infants and toddlers. A small child's toilet should be added to the toddler space. The new Director will see if the heating and cooling system is gas or electric.

The new Director will be applying for a grant for some of these items.

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

5. Special Notes/Recommendations

The center is aware they may access Iowa Department of Public Health Child Care Nurse Consultant Heidi Hodvedt and Child Care Resource & Referral Consultant Ravyn Phelps on a consistent basis.

HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website for more information. http://idph.iowa.gov/hcci/consultants

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting HHS regulations, IQ4K, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have.

Date: 09/28/2026

HHS Licensing Consultant: Jill Seibert

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**.