Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: St Paul's Lutheran Before & After School Care

Provider No.: 46496

Address: 301 1st ST NW, Waverly, IA, 50677

County: Bremer

Director's Name: Katie Idler

On-Site Supervisor: Lisa Ciavarelli & Kyleigh Lindner

Phone Number: 3193521484

E-Mail: school@stpaulswaverly.org
katie.idler@stpaulswaverly.org

HHS Visit Date: 03/10/2026

Licensing Period: 04/01/2026 to 04/01/2028

Fire Inspection:

Date Inspected: 08/15/2025

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		7:00 AM to 6:00 PM	
Tuesday		7:00 AM to 6:00 PM	
Wednesday		7:00 AM to 8:15 AM	
Thursday		7:00 AM to 6:00 PM	
Friday		7:00 AM to 6:00 PM	
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	20	40	60
Summer					0

1. Basic Overview

On 03/10/26 I made an unannounced licensing visit to St. Paul's Lutheran Before and After School Care Program in Waverly. I met with Katie Idler, the director. Ms. Idler has a BA in music education and music therapy and is a teacher at St. Paul's Lutheran School. She has been with the program since August 2018 and became a director of the childcare program in May 2020. She took the 2021-2022 year off as the director but returned the following year. Lisa Ciavarelli is the on-site supervisors. Shelby Gracer is an assistant director of the program and she is going to apply to be an on-site supervisor. There are two staff members present in the morning and four staff members in the afternoon. There is a total of ten staff members.

The program operates out of St. Paul's Lutheran School/St. Paul's Lutheran Church. The church and school are connected. The program serves preschool and school-aged children. The program operates Monday through Friday from 7:00-8:15 am and Monday, Tuesday, Thursday and Friday 3:10-5:30 pm. The program typically only operates on Wednesday during the morning hours because there are church programs in the afternoon. The program only operates during the school year. There are currently 59 children enrolled.

The program operates out of one room off the gym and the gym. Artificial lighting is used. The centers observed include arts and crafts, library, dramatic play, games, table toys, Legos/blocks, transportation and puzzles. 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 children.

I visited the program during the afternoon hours.

CHILD CARE CENTER ANNUAL EVALUATION

There are bathrooms outside of the gym the children use. The boy's bathroom has one toilet, one urinal and one sink. The girl's bathroom has two toilets and two sinks. Handwashing procedures were posted in both locations. There are additional bathrooms in the school.

There was a phone in the program room and emergency phone numbers with the program's address and phone number were posted. Emergency fire and tornado procedures and evacuation diagrams were posted by the program doors in the room and gym. A daily schedule was posted.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. The radon test was completed in February 2026 and is good for five years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was present in the gym on the east wall. Outlets were protected. The fire marshal inspection occurred on 08/15/25.

The program is not on the Child and Adult Care Food Program (CACFP) but follows the guidelines. There is a refrigerator in the room. A thermometer was present. An afternoon snack is provided to the children by the program and food items were stored according to NHSPS guidelines. Snack menus were available for review. The children eat in the gym. The program provides pre-packaged snacks.

The program uses bleach to sanitize the food tables prior to snack and proper procedures are being followed. The program uses H2 Orange to sanitize tables after snack.

The program has a parent board in the entrance where parents drop off and pick up their children. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

The program uses the school's outside play area. Poured-in-place rubber is used for fall surfacing. There is a piece of climbing equipment with slides and other activities. There are a tire swing and traditional swings. There is a teeter totter, monkey bars, a sandbox, art center, a climbing wall and balance beam. There are benches for the children to rest. There are trees for shade and a pergola shade shelter.

Staff and children's files were reviewed at the time of the licensing visit. I reviewed eight children 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. One file did not provide any dental emergency contact information. There was not a pattern of disregard so this will not be cited.

I reviewed two staff files. One staff member had a SING check that just expired. Please update this. One staff member did not have documentation of fingerprints, did not have first aid or CPR training and did not have a physical. First aid and CPR training must be completed within 90 days of hire. This employee has been employed for over one year. First aid and CPR training are scheduled for later this month.

I reviewed policy and procedures, staff and parent handbooks. Most of the necessary written emergency procedures and policies were present. I did not find a written dental emergency policy or a written universal precautions policy. Samples were emailed to Ms. Idler. Emergency Preparedness Plans have been completed.

2. Identify Observed Strengths of the program

Staff members had a great routine for the children. When they arrive after school they eat snack in the gym. All the children moved into the classroom where some children chose to watch a movie and other children engaged in free play with centers. The children then had the choice to play in the gym or stay in the classroom. Staff members were in both locations. In the classroom the staff members were actively engaged in playing with the children. There was a staff member in the gym playing kick ball with children. Staff members maintained positive conversation with the children. They offered them choices. They provided the children with praise and used positive redirection when necessary. They greeted the parents when they arrived to pick up their children. The children enjoyed their time at the program.

Ms. Idler states they use the gym, which offers a large gross motor space.

CHILD CARE CENTER ANNUAL EVALUATION

Ms. Idler states they have a male college student who is a staff member and he would organize different games for the children. This staff member is currently engaged in college athletics and not working, but Ms. Idler is hoping he will return to the program.

Ms. Idler states the program is a “community”. The staff members have good relationships with one another and with the parents and children.

Ms. Idler states the children have good relationships with one another. It is nice to see the older children and the younger children engage with one another.

Ms. Idler states the children enjoy being here and sometimes do not want to leave when their parents arrive. I witnessed this during my visit.

Ms. Idler states the school and the childcare program are a ministry of the church.

The program is in a secure building and there are cameras in the room, the gym and the hallway.

The program employs college students and the children really enjoy spending time with them.

The program has use of the playground.

I said this last year but it remains true, Ms. Idler is a great director. She is aware of the licensing standards and asks questions when she is unsure. She has a great relationship with the workers in the program.

The program meets a need for parents who require care before and after school for their children. Having care at the school eliminates the need for transportation.

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.
One staff member did not have first aid or CPR training. First aid and CPR training must be completed within 90 days of hire. This employee has been employed for over one year. First aid and CPR training are scheduled for later this month.

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.
One staff member did not have documentation of fingerprints. These must be completed as soon as possible.

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.
One staff member did not have a physical and she has been employed over six months.

CHILD CARE CENTER ANNUAL EVALUATION

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 remove Kayleigh Lindner as an on-site supervisor.

Targeted Assessment: Behavior Management:
I discussed with Ms. Idler, the director, oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance. Ms. Idler states they make it their policy to try to overstaff so that children do not become overwhelmed and they can take breaks. She states it is important to have additional staff members to offer support. She states behavior management of staff members has never been an issue at their program. She states the staff members are cognizant of expectations and what to do if they become frustrated.

Ms. Idler states they have staff meetings at the beginning of the school year and mid-year. She addresses expectations, licensing regulations, routines and how to respond based on individual children's needs. She states they have school staff members and college students who work in the program. The school staff members have more experience and can be role models and teach the college staff members who to handle difficult situations.

Ms. Idler states she monitors the situation by being present. She states their programming space is the gym and the one room and they are near one another. Staff members will ask for "back-up" if they need it. She states the staff members have good relationships with one another and they are comfortable asking for help.

Date: 03/17/2026

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**.