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

**Name of Center:** Westside Early Education **Enrollment:** 73 **License ID No. (Reapplications)** 36481

**Street:** 4300 Beaver Ave **City:** Des Moines Iowa **Zip** 50310 **County:** Polk

**Mailing Address:** 4300 Beaver Ave, Des Moines, IA, 50310

**Director's Name:** Carolyn Hinchliff **Phone Number:** 515-490-3441

**On-Site Supervisor(s):** Beth Bright **E-Mail:** westsideearlyed@gmail.com

**Date(s) of Visit:** 03-10-2025

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

**LICENSING VISITS**

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

**Signed Application (470-0722) Received** X **Yes** **No** **NA** **Date Signed:** 03-03-2025

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

**Date Inspected:** 02-16-2024

**Comments :** Fire Inspections are due every three years. Completed by Des Moines Fire Dept.

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

**Financial Type:** Profit X Non-Profit NA

**Accredition:** Accredited NAEYC NSACA Other X NA

**Program Serves:** X Infants (0-23 mo.) X 2 Years X Preschool-Age School-Age

Get-Well Evening Care Special Needs

**SCHEDULE:** Year-round X School-Year Summer Only

| **HOURS:** | *Year-round* | *School-Year* | *Summer Only* |
|---|---|---|---|

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Age | Capacity |
|---|---|---|---|---|---|
| General | 6 | 12 | 34 | | 52 |
| Summer | | | | | 0 |

**QRS Rating:** N/A

| RECOMMENDATION FOR LICENSE: | |
|---|---|
| X | **FULL** license from 03-01-2025 to 03-01-2027 |
| | **PROVISIONAL** license from |
| | **DENIAL** of initial application |
| | **SUSPENSION** of license |
| | **REVOCATION** of license |

**Licensing Consultant:** Maggie Gibson, SWIV **Date:** 03-17-2025

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

N/A.

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

An unannounced full licensing visit was completed 3-10-24. Beth Bright, On-site supervisor, was present throughout the visit. Carolyn Hinchliff Director was present during times of the visit.

Westside Early Education opened on 9/6/11. The preschool is located within the lower level of Zion Lutheran Church. The center serves children ages twelve months to four years of age.

This program is offered as school-year only.

The center offers both morning and afternoon sessions for the three and four year old children, and morning sessions for the one and two year old children. These sessions are from 9:00 am - 11:30 am and 12:30 pm - 3:00 pm. One and two year old sessions are offered M-Th, from 9 am to 11:30 am; parents can choose up to two days a week. The three year old sessions are offered M-T-W from 9 am to 11:30 am or T-W-Th from 12:30 pm to 3pm or Th-F 9am to 11:30 am. The four year old sessions are offered M-Th from 9am to 11:30 am or from 12:30 to 3 pm. Once a month the center offers a lunch bunch for two extra hours, this is for the three and four year old classes.

Carolyn Hinchliff is the director of the preschool. Carolyn has an Elementary Education Degree. She has her NAC, National Administrators Credential. Carolyn was a director at a a previous preschool for twenty eight years prior to starting Westside Early Education. Beth Bright is now listed as the On-Site Supervisor, she has been the office manager for several years and is also a licensed teacher, she meets qualifications for this role.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Room observations/activities: The center occupies four classrooms and they also have access to the church's playground and a large room that is used for large motor play activities. The center uses the Creative Curriculum as well as incorporating their own curriculum. Teachers were crafting lesson plans during this visit. There is variety of age/developmentally appropriate activities/toys available. The classrooms are nicely organized and clean. Restrooms were also clean and accessible.

Nutrition Practices: There is a kitchen available, however the program provides snack only, following CACFP guidelines. Menus are posted.

Health/Safety: Medication is stored securely in the rooms, accessible only to staff. Handwashing posters are hung. First aid kits readily available. Fire/Tornado plans are hung, and emergency drills were documented to have been completed as required. There are carbon monoxide detectors in every room. Disater/off site evacuation plans were in place and are reviewed annually with staff; who have designated roles for this disaster/emergency plan.

Playground: The playground is enclosed by chain-link fencing with safety surfacing of wood chips. There are play structures and a shade structure available. A playground safety check form was sent to the on-site supervisor for use to document playground safety checks monthly. This playground is accessible to the neighborhood and to other programs that take place in the same structure as this center.

Transportation/Field Trips: NA

Administrative review: information for mandatory reporting; handbook accessibility, consultant contact (program was provided an updated contact); license, fire/tornado exit plans, and non-smoking signs were posted conspicuously as required. Five staff files were reviewed and contained all required information; eight child files were reviewed with all required information. This program has an established policy.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

This center is preparing for application of IQ4k, Iowa's quality rating system.

The center has many long term staff and the staff work well together as a team. Three staff have been at the center since the center opened. The majority of the staff have degrees, most of them in early education. Other staff are working toward a degree.

The center has a warm, accepting atmosphere and they focus on building confidence in the children as well as developing social, emotional, academic and developmental skills.

The center has a Facebook page and a website.

The center has good communication with parents and sends out monthly newsletters and emails.

The center has a strong working relationship and partnership with the church.

The program focuses on play based learning, the children love to learn and this builds confidence.

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

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
Form was provided; this playground is utilized by the neighborhood and several programs.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

Radon testing is due every five years. The center last completed radon testing in February of 2023 and all rooms fell below the 4.0 cutoff.

The boiler is checked as required.

The staff work well as a team and are supportive to one another.

*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.