Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Kids West-Jordan Creek Elementary

Provider No.: 41575

Address: 4105 Fuller Rd, West Des Moines, IA, 50265

County: Polk

Director's Name: Ashley Kunz

On-Site Supervisor: Jordyn Lashley

Phone Number: 5156335018

E-Mail: jckidswest@wdmcs.org
kunza@wdmcs.org

HHS Visit Date: 09/17/2026

Licensing Period: 11/01/2026 to 11/01/2028

Fire Inspection:

Date Inspected: 09/16/2025

Comments: West Des Moines Fire Marshal. For licensing, inspections are due at least every three years. The West Des Moines Fire Marshal typically does annual inspections.

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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CHILD CARE CENTER ANNUAL EVALUATION

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	150	150
Summer					0

1. Basic Overview

A licensing inspection was conducted on 9/17/26. The director and on-site supervisor were both present for this inspection.

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

Kids West Jordan Creek is a school-age program located within the Jordan Creek Elementary School in West Des Moines. The center primarily uses the gym and cafeteria, but they also use a music room as well as the outdoor playground area. The program was given permission to open by HHS (formerly known as DHS) on 8/22/14. Previous to this date, the center was under the Department of Education's supervision. There is a before and after school component as well as a full-day component during the summer and no school days. Before school hours are 6:30am - 8:55am and after school hours are 3:55pm - 6:00pm (with the exception of early out days). Full day programming is 6:30am - 6:00pm. Total child enrollment on the day of the inspection was 111 children.

The center is overseen by a Board and owned by the West Des Moines School District. Ashley Kunz is the director of this program and the seven other Kids West programs. Ashley has a Bachelor's degree as well as past experience being a director over multiple programs. Jordyn Lashley is the on-site supervisor of this program. Jordyn has past experience working in child care and has taken a number of professional development training to meet the qualifications for on-site supervisor.

CHILD CARE CENTER ANNUAL EVALUATION

NUTRITION: A nutritionist reviews all meal items. The West Des Moines School District provides all meals (AM snack, lunch, PM snack) throughout the year with the exception of No School days during the school year (parents provide lunch on these days). Menus are posted for the month. All food items/options met CACFP requirements.

TRANSPORTATION/FIELD TRIPS: For transportation for field trips, the center contracts with the school district for a driver and a bus. For all field trips, the center takes along a first-aid kit and children's emergency contacts.

PLAYGROUND: The center utilizes the school playground. The playground consists of grassy areas, a concreate area, another concrete area for six-square, and two climbing structure areas. One climbing structure area has poured in place rubber and the other climbing structure area has field turf. The climbing structure area that has poured in place rubber has an area where there is a hole. It is recommended this area be taped off until it can be repaired. Monthly playground inspections are being conducted. There are trees and the building itself that provide shade.

During the inspection, children were divided up between the gym and the cafeteria. Children decide where they want to go when they arrive and then these areas are staffed accordingly. Ratios were being followed. In the gym, children were engaged in large motor activities. Staff were spaced out and supervising and interacting with children. In the cafeteria, children were divided up into smaller groups and engaged in free-choice play at the different learning stations provided to them. Toys, tables, and other equipment are being cleaned and sanitized daily. Children were also observed being picked up by their parents and the parents were interacting with the staff member at the communication desk who was also in charge of keeping track of attendance.

For more challenging child behaviors, the school/centers have a behavioral specialist on staff to assist with these more challenging situations. The center staff are also taught to communicate with each other and work together. Communication is stressed between staff, staff and children, and staff and parents. Behavioral plans are created as needed

2. Identify Observed Strengths of the program

There is a secure entrance into the school during programming hours.

A nutritionist reviews all meal/food items.

Typically, children get three credible food items for snack when only two are required to be served.

Staff use walkie-talkies to communicate throughout different areas used by the center.

The center has a good working relationship with the school.

A staff person sits at a "communication desk" in the cafeteria entrance to greet parents and children and to ensure children are signed into/out of the center.

The center uses smart apps, Dojo and Arux (as of 10/2026) for increased communication with each other and parents.

Weekly team lead meetings are held. This center has monthly all staff meetings. In addition, the director meets quarterly with other directors of before/after school programs in the western suburbs.

Staff pictures and bios are posted.

There is a focus for children to get any homework completed they may have received during the day.

Good staff-child interactions were again observed among the different groups of children and staff.

The on-site supervisor stated staff work well together.

CHILD CARE CENTER ANNUAL EVALUATION

The director and on-site supervisor are organized.

Field turf has been installed over the past year around one of the climbing structures on the playground.

3. Identify the aspects that fall below the standard

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 check. Copy 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.
---Fingerprint documentation was not available for one staff on the day of the inspection. The director will check with HR on this as the person has been employed now for a couple of years. SING checks were current and complete.

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.
1. One staff is past due for another physical.
2. One staff did not have a physical in their file.

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

The above issues are being looked into by the director and will be corrected in the near future.

5. Special Notes/Recommendations

The center is exempt from environmental testing as they are located in a school and only serve school-age children.

I-Power was again reviewed and discussed prior to the inspection and then during the inspection. All staff appear to have I - Power profiles and training certificates are being uploaded.

It was noted that there is again a hole in one area of the climbing structure that has poured in place rubber. It is recommended this section be taped off and children avoid this area.

A new, full, two-year license is recommended. The application and payment was sent in on 8/24/26.

Date: 09/18/2026

HHS Licensing Consultant: Nate Knepper

CHILD CARE CENTER ANNUAL EVALUATION

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**.