Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: West Branch Community Early Learning Center

Provider No.: 19820

Address: 400 W Orange ST, West Branch, IA, 52358

County: Cedar

Director's Name: Joanna Carter

On-Site Supervisor: Sara Lowe

Phone Number: 3196437447

E-Mail: jcarter@west-branch.k12.ia.us

HHS Visit Date: 08/27/2026

Licensing Period: 03/01/2025 to 03/01/2027

Fire Inspection:

Date Inspected: 02/27/2026

Comments: Does Comply.

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

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	33	14	50		97
Summer					0

1. Basic Overview

This worker arrived at West Branch Community Early Learning Center - 19820 on 8/27/2026 for an annual visit. The center is located inside of a commercial building. The center utilizes six classrooms, office, kitchen, a small kitchenette, staff break room, and restroom. The center's fire inspection was completed on 2/27/2026. The center is open year around Monday-Friday from 7am to 6pm. The center provides care for infants-preschool aged children. The center's current enrollment is 60 children.

The director is Joanna Carter. She started with the center in 4/2022. She became the director in 9/2025. She has a master's degree in public affairs.

The on-site supervisor is Sara Lowe. Sara started with the center in 1/2021. She has an associate's degree.

This worker observed all programming space in the center and outdoor area to ensure that the environment was safe, sanitary and hazard free. The center staff provided careful supervision during the visit. The center was in ratio during the visit.

The center ensures that medication is stored and documented appropriately, handwashing procedures are followed, staff know how to use the cleaning, sanitizing and disinfecting products and diaper changing procedures were followed. Safe sleep procedures were also observed.

The center provides morning snack, lunch and afternoon snack. The center ensures that each child is served a full, nutritionally balanced meal/snack as defined by CACFP guidelines. Staff provided careful supervision at the table during

snacks and meals. Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage were followed. Menus were posted.

The center's curriculum is teacher created. The center does not offer field trips or transportation.

The center utilizes ProCare for communication.

All required postings were displayed on the date visit. Child files were in full compliance. Staff files were in full compliance. The licensing notebook was in full compliance including floor plans, drills, first aid checklist, playground inspections, fuel burning inspection, radon testing, staff handbook/parent handbook and emergency preparedness.

2. Identify Observed Strengths of the program

-The director has done an amazing job of connecting with outside agencies for additional support. This includes: CCR&R, CCNC, AEA, CART and an experienced director.
-The center accepts Child Care Assistance.
-The center is on the Child and Adult Care Food Program.
-The center hired a cleaning crew to help maintain the building.
-The center is able to hire quality employees since they are able to offer insurance and retirement.
-The center's website is: https://westbranchearlylearningcenter.com/

3. Identify the aspects that fall below the standard

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.
-Fire drills were missed in January, March, April and July. Tornado drills were missed in January and July. It is imperative that drills are completed monthly. This worker encouraged Joanne to post these where she would visually see them so she would be reminded to complete them.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free.
-The center must ensure that caffeinated beverages are inaccessible to children at all times. The center director must review this with all staff: https://extension.usu.edu/fscreate/files/2020-22-staff/facts_about_caffeine.pdf
-The center must ensure that staff purses are inaccessible to children at all times. The center director must review this with all staff: https://poisoncontrol.utah.edu/sites/g/files/zrelqx281/files/media/documents/2021/PursePoster.pdf

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

N/A

5. Special Notes/Recommendations

The center is working on developing a safe outdoor learning environment. The center is encouraged to work with CCR&R and CCNC during this process.

The center would benefit by purchasing new changing tables, several door locks/gates, and adult/child size chairs.

The center would benefit from repairing/replacing the trim in the Birch room and a few sink countertops.

Based upon the annual visit, it is recommended that this center remain in full licensing status. If citations are issued, please ensure that they are corrected as soon as possible. It is important that the director and all staff review the updated Iowa Code 109 Iowa Administrative Code and Comm. 204: Comm. 204, Child Care Centers and Preschools Licensing Standards and Procedures

This worker encourages all centers to work with Child Care Resource and Referral Consultant Child Care Resource & Referral - Iowa CCR&R and their Child Care Nurse Consultant Healthy Child Care Iowa | Health & Human Services. Care Resource & Referral Consultants assists centers through training/professional development, licensing/regulatory support,

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developing policies/procedures and achieving best practice standards (Iowa Quality for Kids (IQ4K®). Child Care Nurse Consultants assists centers through on-site consultation, training, technical assistance, information and referrals and care planning for children with special health needs.

Date: 10/09/2026

HHS Licensing Consultant: Heidi Brown

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**.