Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Shepherd's Flock Early Learning Center

Provider No.: 28344

Address: 3900 Ashworth Rd, West Des Moines, IA, 50265

County: Polk

Director's Name: Diane Hensley

On-Site Supervisor: N/A

Phone Number: 5152251952

E-Mail: diane@sotv-wdm.org

HHS Visit Date: 10/01/2025

Licensing Period: 11/01/2024 to 11/01/2026

Fire Inspection:

Date Inspected: 03/10/2025

Comments: West Des Moines Fire Marshal. For licensing, these inspections are due at least every three years. The City of West Des Moines Fire Marshals typically do annual inspections.

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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Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	66	0	66
Summer					0

1. Basic Overview

An off-year inspection was conducted on 10/1/25. The director was present throughout the visit.

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.

Shepherd's Flock Early Learning Center is located within the Shepherd of the Valley Lutheran Church in West Des Moines, IA. The program opened in 1992 and serves children three to five years in age using a combination of different learning curriculums which includes Handwriting without Tears, Wilson Fundations, and also a Christian based curriculum. The program is overseen by a Board. Diane Hensley is the director of this program and has been the director since 2007. The preschool operates independently of the church, but has the support of the church.

There are five classrooms total and there are different options parents can choose from based on their child's age for when their child attends the program. Some of the classrooms partner and work in collaboration with each other throughout the day. Classes are 8:30/9:00am - 11:30am and 12:30pm - 3:00pm.

Classroom one: 420 square feet with a loft: Capacity 12
Classroom two: 420 square feet: Capacity 12
Classroom three: 620 square feet with a loft: Capacity 18
Classroom four: 440 square feet: Capacity 13
Classroom five: 380 square feet with a loft: Capacity 11

During the visit, children were observed in classrooms and on the playground. In one classroom, children were finishing up snack and then transitioning to a large group story activity being facilitated by one staff member while another staff member cleaned and sanitized tables and chairs after snack. In another classroom, children were engaged in free-choice play at the different learning stations in the classroom. Some children were doing packets, some children were drawing letters, and another child was doing a matching type game. In other classrooms, children were observed outside on the playground. Staff were spaced out and engaged with children and their outdoor activities. Children gave specific answers as to times they wash their hands and also where they relocate to for monthly fire and tornado drills.

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2. Identify Observed Strengths of the program

The program meets a need in the community. Enrollment has increased over the past year.

All teachers have college degrees related to Education. Many tenured staff are employed at this program. Staff reportedly work well together.

The preschool has a good working relationship with the church.

The preschool has their own website. Monthly newsletters are also sent or given to parents.

Staff pictures and bios are posted by the main entrance.

The program has a lot of storage/classroom resource space.

The programs has a walkie talkie system in place for better communication among staff.

The director has many years' worth of experience working in child care and as a director. The director is organized.

The program has access to the indoor gym when weather doesn't permit outdoor play.

There is a secure entrance into the program.

Good child/staff interactions were again observed throughout the visit.

Classrooms were clean and nicely decorated.

3. Identify the aspects that fall below the standard

109.9(2)h: Signed and dated valid Certificate of Immunization, Certificate of Immunization Exemption, or Provisional Certificate of Immunization, provided by the department must be on file for each child enrolled as required by Iowa Administrative Code 641—7.
One child immunization was not signed.

109.13(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed.
There was one box of cereal that was opened, but not sufficiently sealed in a kitchen cabinet.

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

N/A.

5. Special Notes/Recommendations

Radon testing was last completed 7/25/22 - 7/29/22. Radon levels in classrooms came back below the 4.0 cutoff. The center has three radon mitigation systems. Because levels were below 4.0, the center can move to testing for radon at least every five years now. So long as radon levels remain below 4.0, they can remain on a five year plan. If at the next testing levels in any classroom come back 4.0 or higher, the center will have to have a mitigation plan, retest, and at least temporarily move back to testing every two years.

Five new furnaces were installed in 1/2019. Annual inspections are required. The next service inspection is scheduled for

tomorrow, 10/2/25.

The carbon monoxide detector is built into the building system.

It was previously noted that the monthly food calendar is sent home to parents when it is their child's turn to bring in snack for the class. This is practiced in all classrooms. The center keeps some food on site in the event they need to substitute. The center also provides milk for all snacks.

As previously noted, the program does not transport. Field trips are not taken. The program will bring in different agencies for presentations to children throughout the school year.

I-Power and IQ4K were again discussed at the visit. Staff are updating their trainings into I - Power. The center also keeps hard copies of training certificates.

The center should consider purchasing outdoor playground mats to put at the bottom of the slide and then under the swings. This would help preserve the wood chip depth and surfacing.

Date: 10/01/2025

HHS Licensing Consultant: Nate Knepper

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**.