Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Community United Child Care Centers - VGM

Provider No.: 52352

Address: 1111 Van Miller Wy, Waterloo, IA, 50701

County: Black Hawk

Director's Name: Jay Mattson

On-Site Supervisor: Amy Junkins

Phone Number: 3198244214

E-Mail: admined@cuccc.org

HHS Visit Date: 01/21/2026

Licensing Period: 02/01/2026 to 02/01/2028

Fire Inspection:

Date Inspected: 10/22/2025

Comments:

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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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	36	21	42	0	99
Summer					0

1. Basic Overview

On 01/21/26 I made an unannounced licensing visit to VGM Child Care Center in Waterloo. I met with Amy Junkins, the acting on-site supervisor. Ms. Junkins has an AAS in early childhood education and has been the on-site supervisor since July 2012. Katie Johnson is the office coordinator and she is in charge when Ms. Junkins is not present. She started in December 2025 and has over ten years of experience in childcare. Jay Mattson is the executive director of Community United Child Care Centers (CUCCC). The non-profit corporation operates three other childcare centers in the Waterloo-Cedar Falls area. CUCCC was formed on 07/01/93 and all the sites are handicap accessible. There are fifteen staff members employed by this center.

The program is in The VGM Group Building in Waterloo. They were given permission to open on 11/06/23. The program operates from 7:00 am until 5:00 pm Monday through Friday and serves infants through preschool-age children. Parents must be employed by VGM or relatives of someone who works at VGM to use the childcare center. There are currently 40 children enrolled. The program has the capacity to care for 99 children.

The center operates out of the following rooms: infants (Caterpillar Canopy), toddlers (Butterfly Park), two-year-old room (Frog Pond), three-year-old room (Owl Cove) and four and five-year-old room (Tiger Den). There is also a gross motor room (Busy Bee Bungalow) for the children to use. An inspection of each room was completed. Windows provide natural lighting in three of the program rooms. Artificial lighting is used in the infant and toddler rooms. Rooms are decorated with pictures of the children, the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays were posted. There is an area for circle time in the rooms. Rooms were in ratio during the visit.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, writing, math, magnets, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Most materials were in good condition. The vinyl couch in the Owl Cove room is torn and has exposed foam. This must be repaired or removed. The materials are located at child level, so they are easily accessible to the children.

The center uses the Creative Curriculum to develop lesson plans. Staff members also use a variety of other resources to come up with learning activities for the children. GOLD assessments are completed on all the children. Brigance screening assessments are completed on children. The preschool room used Handwriting Without Tears. DECA assessments ae completed for social and emotional health. Activities are typically developed around weekly themes, but themes may last longer depending on the subject and the children's interest level. Lesson plans are developed by the lead teachers. Each room provides a monthly newsletter to parents to remind them of important dates and inform them of current themes in each room. Lesson plans were available for review in each room. A daily schedule was posted in each room.

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Daily sheets are maintained for children under the age of two.

There was a phone with emergency numbers with the program's address and phone number in each of the classrooms. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits throughout the center.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. The radon test was completed in March 2024 and should be repeated in five years. The results were within EPA guidelines. The building is completely electric so a fuel burning inspection and carbon monoxide detector are not necessary. Outlets were protected. The fire marshal inspection occurred on 10/22/25.

The program does participate in the Child and Adult Care Food Program (CACFP). Roxanne Mobley is the cook. The center provides the children with breakfast, lunch and a morning and afternoon snack. The program uses a four-week rotation of menus. The cook also makes a separate menu for infants on table food. The children eat in their classrooms. Staff members serve the children their meals.

The program provides one brand of formula, cereal and baby food for the infants. If the parents want a different brand, they must provide it. Bottles are washed in the infant room using the three-step method. There is a refrigerator and a freezer in the infant room and thermometers were present.

The kitchen offers a lot of space and was observed to be clean and organized. The center uses an industrial dishwasher to wash dishes and there are also additional sinks to use the three-step method if necessary. There is a handwashing sink in the kitchen. Allergies are posted in the kitchen as well as in the rooms. There is a refrigerator, an upright freezer, and a chest freezer in the kitchen and thermometers were present. Food items were stored according to NHSPS guideline.

The center uses bleach and water to sanitize food tables and disinfect changing tables. I observed or discussed diaper changes in the classrooms. Proper procedures are being followed.

Cribs are used to nap in the infant and toddler rooms. Cots are used to nap in the rooms for the older children.

There are several bathrooms throughout the center. In the infant room there are two changing tables and two handwashing sinks. There is also a sink in the room for food prep. In the toddler room there is a bathroom with one toilet and one sink and two changing tables. Ther is also a handwashing sink in the room. In the two-year-old room there is a bathroom with two toilets, one sink and one changing table. There is an additional handwashing sink in the room. In the three-year-old room there is a bathroom with two toilets and one sink and there is an additional handwashing sink in the classroom. In the four and five-year-old room there are two bathrooms and each has one toilet and one sink. There is an additional handwashing sink in the room. Handwashing and diaper changing procedures were posted in all locations.

There are two fenced in playgrounds for the children. Turf is used for fall surfacing in both locations. There is also a grassy area in both locations. There is a smaller area for the younger children that has a small piece of climbing equipment with slides and a climbing wall. There are swings. Trees have been planted to provide shade.

There is a larger area for the older children. There is a piece of climbing equipment with slides, a bridge and a climbing wall. There are sensory tables and a concrete path for riding toys. There is a shade structure in this area.

The gross motor room is available for children also.

The parent information is located on bulletin boards inside the entrance. The mandatory reporter, childcare consultant and the handbook availability were posted. The letter giving permission to open was conspicuously hung. A no-smoking sign was posted at the entrance.

Staff and children's files were reviewed at the time of the licensing visit. I reviewed eight children files. They were in great condition.

I reviewed two staff files. They were in great condition.

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I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

2. Identify Observed Strengths of the program

Ms. Junkins states she is visiting the program as the on-site supervisor until one is hired. She is training Katie Johnson, the "office coordinator" until she has enough points to be the on-site supervisor.

Ms. Johnson states she has enjoyed being at the center and learning the role of OSS.

Ms. Johnson states she is finding and fixing any items where HHS policies are not being followed.

The program uses the ProCare app for billing.

There is "meet the teacher" information outside of every classroom.

CUCCC has a good administration team who supports the VGM program.

The program is in a secured building. There are cameras in the rooms and the hallway.

The program incorporates a monthly health lesson into their lesson plans.

3. Identify the aspects that fall below the standard

This program received no citations

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 Sara Koester as an on-site supervisor for this site. Amy Junkins is the OSS until Ms. Johnson has enough points.

Date: 01/28/2026

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**.