



Health and
Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Williamsburg Community Child Care Center

Provider No.: 24222

Address: 802 Franklin ST, Williamsburg, IA, 52361

County: Iowa

Director's Name: Michelle Koenighan

On-Site Supervisor: Olivia Doehrmann and
Macy Donahue

Phone Number: 3196689515

E-Mail: wburg4cs@gmail.com

HHS Visit Date: 01/02/2026

Licensing Period: 05/01/2026 to 05/01/2028

Fire Inspection:

Date Inspected: 11/13/2023

Comments: Completed by State Fire Marshall Steven Sonderleiter. Due every three years.

Report Visit Type:

- ☐ PTO
- ☒ Licensing Visit
- ☐ Drop In
- ☐ Administrative Change

License Type:

- ☒ Full
- ☐ Provisional

Quality initiative:

Quality Rating: 2

- ☐ Accrediation

Program Duration:

- ☒ Year-Round
- ☐ School Year
- ☐ Summer Only



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HOURS:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>
Sunday			
Monday	6:00 AM to 6:00 PM		
Tuesday	6:00 AM to 6:00 PM		
Wednesday	6:00 AM to 6:00 PM		
Thursday	6:00 AM to 6:00 PM		
Friday	6:00 AM to 6:00 PM		
Saturday			

Program Population Served:

- ☒ Infant(0-<24 Months)
☒ Toddler
☒ PreSchool
☒ School Age
☐ All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	24	18	42	78	162
Summer					0

1. Basic Overview

Williamsburg Community Child Care Center (also called W4Cs) is located in a newly constructed structure built specifically for child care. The center is owned and operated by a community group, Williamsburg Community Child Care Center, Inc. The center merged with K.I.N.D. Care, Inc., a school age child care program located in the same building. Williamsburg Community Child Care Center is located in a residential neighborhood in a facility constructed in 2010. The Center supports programs ages three years through age 12 or through the 6th Grade. The center facilitates 8 classrooms. On 1/2/26 I made an unannounced licensing visit to Williamsburg Community Child Care Center staff members and administration. At the time of the visit, staff was actively engaged in providing the child care program to the children. The visit consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Ms. Michelle Koenighain is the new Director (December 2024). She was formerly the program On Site Supervisor for 3 years. Prior to that she taught preschool for several years in the program. She holds a Bachelors Degree in Early Childhood Education and an AA in Disabilities Service Careers. A Business Office Manager assists with many aspects of the business operation. Several staff in the facility could be designated as a person in charge if the Director or OSS is not present.

Program Observations:

Classrooms divided by age groups.

KIND Care School Year Program: Before & after school with bus transportation to and from Mary Welsh Elementary. Extended care for early out days, no school days, and school delays and closings. Some Kind Care space (upstairs) has been



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dedicated to a staff office. They participate in the Iowa Quality Preschool programs and have an On-site Curriculum Director.

Center NUTRITION:

The center serves two meals and three snacks that meet or exceed CACFP guidelines and has a center cook fully trained on CACFP. The kitchen is clean and no food was stored on the floor. Each refrigerator or freezer unit contained working thermometers. Opened food or drink was stored appropriately in sealed bags or containers. Meals and snacks are served every three hours and meet CACFP requirements.

Center HEALTH and SAFETY:

Radon testing has been conducted within the past five years and results are under 4 pciL. Carbon monoxide detectors are present, are plug in and meet UL standards. Each unit has an expiration date. The center was constructed after 1971 so a lead-based paint assessment is not required.

Fire and tornado drill documentation was present indicating drills were completed each month.

Staff must be with the children when they are in the restroom together to ensure constant supervision is achieved. Staff understand they are assigned a group of children and are responsible for their care. They should know the names and number of children in their care.

Ventilation, heating and cooling are adequate. The children each have at least 35 square feet each in classrooms. The preschool classrooms contain 15 children each. The majority of the center enrollment is in KIND Care which currently serves approximately 65 children.

Any children with allergies has an allergy action plan.. The plan should be easily accessed or posted in their room. All medications are labeled, and medication documentation completed if meds are administered. If a child has a special health need, a health care plan should be present for staff to review. The plans must have a parent and physician signature. CCNCs can assist with these issues. If controlled substance medications are administered this is recorded in three places. First aid kits were found in each classroom. Kits are stored inaccessible to children. All first aid kits are labeled.

HHS discussed the list of approved and pets that are not recommended for childcare. The center has a hermit crab in the school age room but children are not allowed to handle it.

Center PLAYGROUND:

The center has a large connected outdoor play area containing climbing equipment. The space is fenced and directly behind/beside the center. The Childcare Outdoor Weather Watch is consulted when weather conditions are questionable for outdoor play. A first aid kit is always taken outdoors along with emergency contacts and medication. The concrete was fixed this past year that was identified as a tripping hazard last year. New turf has been added and the perimeter fence fixed two years ago. Each area should be measured so that capacity is known. Each child needs at least 75 square feet of useable space for gross motor activities.

Monthly playground inspections had been conducted each month per my observation of documentation on the Board.

Center TRANSPORTATION/FIELD TRIPS:

The center does not provide transportation. Walking field trips may be taken around school campus or the community if staff are able to maintain ratio. First aid kits should be taken as well as emergency contacts. Fieldtrip authorizations are signed by parents. The center contracts with the school to provide transportation on field trips.

Center ADMINISTRATIVE RECORDS:

Center Administration:



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The center has an On-site Curriculum Director. Daily lesson plans are present. The center provides Creative Curriculum for all children. Dawn Larrin with PBIS visits the program every Tuesday. She is teaching about child mental health and PBIS practice.

All required posting were observed. This includes notice of being mandatory reporters of abuse, contact information for licensing consultant, fire and tornado evacuation diagrams, and no smoking signage. The center has a lengthy parent and staff handbook stating center policies.

Child files and the file tracking sheet are reviewed annually. Parents sign annual updates at the beginning of the school year. Files include immunizations, current physicals (annually), emergency contacts, medical and dental information and pick up authorizations. The county health nurse performed an file audit in January 2024.

Staff files are reviewed annually. Staff are utilizing I POWER. The director keeps an accurate tracking sheet. Reviewed are fingerprints due every 4 years, SING checks due every 2 years, a physical due every 3 years, CPR/1st Aid training due every 2 years, Mandatory Reporter Training (3 years), Universal Precautions training (annually) and professional development training (annually). The center has mostly full-time employees all over 18 years old. Staff under 18 years must be accompanied by adult staff at all times when supervising children.

The discipline policy uses redirection and positive reinforcement.

Incident/injury reports are documented and kept in the child file.

Emergency policies and procedures are being reviewed every year. Staff sign and date acknowledgment of such.

2. Identify Observed Strengths of the program

The center provides health and safety reports detailing building issues and illness tracking to the Board of Directors bi-monthly.

The center emphasizes parental participation in board meetings, center improvement committees, and center fund raising activities.

The center sends a quarterly newsletter to parents.

The center provides vision screening services to the children in cooperation with the local Lions Club.

The center provides hearing screening services to the children in cooperation with the local AEA.

The center provides dental screening and fluoride varnish services to the children in cooperation with Iowa County Department of Public Health.

The center provides physical, emotional, and social development monitoring of the children with Ages and Stages Questionnaire.

The center has a curriculum director.

3. Identify the aspects that fall below the standard

1. The Director agreed to have all staff sign and date acknowledgement of training on the EPP.

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

5. Special Notes/Recommendations

The center is aware they may access Iowa Department of Public Health Child Care Nurse Consultant Mandi Lauderman and Child Care Resource & Referral Consultant Malia Love on a consistent basis.



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Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. Violations will be corrected by report of the Director and OSS. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website for more information. <http://idph.iowa.gov/hcci/consultants> CCNC Lauderman visited the sister center last March conducting a safe sleep training and medication administration training and in May 2023 to conduct a hand washing training. Many staff from both sites were at the trainings offered in each building last year. CCNCC Lauderman had frequent contact with the program in 2024 and 2025.

HHS encourages you to contact Child Care Resource and Referral consultant. They offer centers assistance with meeting the HHS regulations, iQ4K, preschool/school age concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website for more information: <http://www.iowaccrr.org>

The Director agreed to invite Consultant Malia Love to visit and observe classrooms.

Date: 01/05/2026

HHS Licensing Consultant: Jill Seibert

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>.