Iowa Department of Human Services
CHILD CARE CENTER EVALUATION AND RECOMMENDATION FOR LICENSE

Name of Center: Westside Early Education **Enrollment:** 78 **License ID No. (Reapplications)** 36481

Street: 4300 Beaver Ave **City:** Des Moines Iowa **Zip** 50310 **County:** Polk

Mailing Address: 4300 Beaver Ave, Des Moines, IA, 50310

Director's Name: Carolyn Hinchliff **Phone Number:** 515-490-3441

On-Site Supervisor(s): Beth Bright **E-Mail:** westsideearlyed@gmail.com

Date(s) of Visit: 02-01-2024

Licensing Visit X **Unannounced Visit** X **Off Year Visit** **Administrative Change**

LICENSING VISITS

New Application X **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 04-10-2023

FIRE INSPECTION **State** X **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 02-01-2023

Comments : Fire Inspections are due every three years.

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age School-Age

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	6	12	34		52
Summer					0

QRS Rating: 5

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2023 to 03-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SWIV **Date:** 02-11-2024

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off-year visit was completed 2-1-23. Beth Bright, On-site supervisor, was present throughout the visit. Carolyn Hinchliff Director was present during times of the visit.

Westside Early Education opened on 9/6/11. The preschool is located within the lower level of Zion Lutheran Church. The center serves children ages twelve months to four years of age. The center offers both morning and afternoon sessions for the three and four year old children, and morning sessions for the one and two year old children. These sessions are from 9:00 am - 11:30 am and 12:30 pm - 3:00 pm. One and two year old sessions are offered M-Th, from 9 am to 11:30 am; parents can choose up to two days a week. The three year old sessions are offered M-T-W from 9 am to 11:30 am or T-W-Th from 12:30 pm to 3pm or Th-F 9am to 11:30 am. The four year old sessions are offered M-Th from 9am to 11:30 am or from 12:30 to 3 pm. Once a month the center offers a lunch bunch for two extra hours, this is for the three and four year old classes.

Carolyn Hinchliff is the director of the preschool. Carolyn has an Elementary Education Degree. She has her NAC, National Administrators Credential. Carolyn was a director at a a previous preschool for twenty eight years prior to starting Westside Early Education. Beth Bright is now listed as the On-Site Supervisor, she has been the office manager for several years and is also a licensed teacher, she meets qualifications for this role.

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

,Room observations/activities: The center occupies four classrooms and they also have access to the church's playground and a large room that is used for large motor play activities. The center uses the Creative Curriculum as well as incorporating their own curriculum. Staff are in ratio. Classrooms were observed to have good structure. Staff were observed leading activities and responding to children. There is variety of age/developmentally appropriate activities/toys available. The classrooms are nicely organized and clean. Restrooms were also clean and accessible.

Nutrition Practices: There is a kitchen available, however the program provides snack only, following CACFP guidelines. Menus are posted.

Health/Safety: Medication is stored securely in the rooms, accessible only to staff. Handwashing posters are hung. First aid kits readily available. Fire/Tornado plans are hung, and emergency drills were documented to have been completed as required. There are carbon monoxide detectors in every room.

Playground: The playground was partially covered in snow; enclosed by chain-link fencing with safety surfacing of wood chips. There are play structures and a shade structure available.

Transportation/Field Trips: NA

Administrative review: information for mandatory reporting; handbook accessibility, consultant contact (program was provided an updated contact); license, fire/tornado exit plans, and non-smoking signs were posted conspicuously as required. There were 4 child files reviewed and contained all necessary information. Two employee files were reviewed; one needing an updated SING check. This program has an establish policy.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This center is preparing for application of IQ4k.

The center has many long term staff and the staff work well together as a team. Three staff have been at the center since the center opened. The majority of the staff have degrees, most of them in early education. Other staff are working toward a degree.

The center has a warm, accepting atmosphere and they focus on building confidence in the children as well as developing social, emotional, academic and developmental skills.

The center has a Facebook page and a website.

The center has good communication with parents and sends out monthly newsletters and emails.

The center has a strong working relationship and partnership with the church.

The center sends out end of year surveys to the parents and the center receives positive feedback, especially receiving compliments about the staff and the loving, nurturing environment of the center.

The program focuses on play based learning, the children love to learn and this builds confidence.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
Number not in compliance: 1

One staff file reviewed had an expired SING check; which are required at least every two years or when changes occur.

V. SPECIAL NOTES/RECOMMENDATIONS:

Radon testing is due every five years. The center last completed radon testing in February of 2023 and all rooms fell below the 4.0 cutoff.

The boiler is checked as required.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your DHS Licensing Consultant to discuss the issue. The child care director may also send a response which will be placed in the licensing file.

*Note: If you are a member of the general public, there may be additional information contained in the public file. You may contact the DHS Licensing Consultant to inquire.