Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: NEICAC-Waukon Head Start

Provider No.: 18174

Address: 953 3rd Ave NW, Waukon, IA, 52172

County: Allamakee

Director's Name: Sharon Burke

On-Site Supervisor: Bailey Roth

Phone Number: 5635683603

E-Mail: sburke@neicac.org

HHS Visit Date: 04/07/2026

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

Fire Inspection:

Date Inspected: 12/22/2023

Comments: Compliance on 01/23/24

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 2

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

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CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8:30 AM to 2:30 PM	
Tuesday		8:30 AM to 2:30 PM	
Wednesday		8:30 AM to 2:30 PM	
Thursday		8:30 AM to 2:30 PM	
Friday		8:30 AM to 2:30 PM	
Saturday			

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	19	40	0	59
Summer					0

1. Basic Overview

On 04/07/26 I made an unannounced licensing visit to NEICAC-Waukon Head Start. I met with Bailey Roth, the on-site supervisor and lead teacher. Ms. Roth has an early childhood education diploma and her CDA and is in the process of going back to school to get her AA using the TEACH program. She started with Head Start in November 2021 and started as the on-site supervisor in August 2023. The associate in the room is Megan Leas. Sharon Burke is the director of the Early Childhood Programs operated by Northeast Iowa Community Action Corporation. She is in the administration office in Decorah. Nichole Leech is the program manager. Leslie Nunez is the family worker for the program.

The Head Start program is in West Elementary in Waukon. The program operates from 8:30 am until 2:30 pm Monday through Friday. There are 17 children enrolled.

The program operates out of one classroom. An inspection of the room was completed. Windows provide natural lighting. The room is decorated with the children's art projects, and posters to assist the children with the learning process, such as the alphabet. The children's birthdays were posted. There is an area for circle time in the classroom.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, Ipads, art, dramatic play, playdough, writing, math, science/discovery, woodworking, 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. Materials were in good condition. The materials are located at child level, so they are easily accessible to the children.

There is a bathroom in the classroom with three toilets and a Koala Bear Kare diaper changing table mounted to the wall.

CHILD CARE CENTER ANNUAL EVALUATION

Diaper changing procedures were posted. There is a child-sized sink in the classroom for the children to wash their hands. Handwashing procedures were posted. There is also an adult sink in each room. Cots are used to nap.

The center participates in the Child and Adult Care Food Program (CACFP). The children receive breakfast, lunch, and afternoon snack. Lunch and breakfast are prepared by West Elementary school cafeteria staff. Head Start prepares the snacks. Family style is used, and they eat in the classroom. Menus were posted. Allergies are confidentially posted.

The center is equipped with a full kitchen. The kitchen was clean and organized. There are three sinks and an industrial dishwasher. The program uses mostly disposable products. Food items in the kitchen were stored according to NHSPS guidelines. There were crackers and cereals that were rolled up in the box. Once a food item is opened it must be stored in a sealed plastic, metal or glass container and be dated. There are two refrigerators and an upright freezer and thermometers are present.

The program is using SaniDate Hard Surface Sanitizer to sanitize the food tables. Oxivir Tb is used to sanitize toys and classroom materials. Each product has a one-minute dwell time.

The program uses the Creative Curriculum, Handwriting Without Tears, Heggerty Phonemic Awareness, Second Step, Mighty Minutes, and Jolly Phonics to prepare lesson plans. GOLD assessments are completed on each child. They complete ASQ assessments on all children and the Brigance Screening tool is used. Activities are based on studies. The length of the study depends on the topic and the children's interest level. There is also a weekly nutrition activity for the children. The program uses Healthy Kids and participates in the Farm to Early Care and Education program (F2ECE). Monthly newsletters are provided to parents to inform them of studies, activities and special dates. There is an Epson projector in the room.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. They implement a new PBIS topic each month in the classroom and information is sent home to parents so they can utilize the tools at home as well. The program is also using solution kits in the classroom. This allows staff members to use flash cards with visual choices so children can try to solve their own problems. Head Start also uses the Ready Rosie app. The children receive hearing, vision and dental screenings.

There was a phone with emergency numbers and the program's address and phone number in the room. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program door and outdoor exit in the classroom. A daily schedule was posted, and a lesson plan was available for review.

I reviewed documentation of monthly fire and tornado drills. Head Start also practices monthly intruder drills and bus drills. I reviewed documentation of monthly playground inspections. Playground inspections are now electronically recorded. The radon test was completed in August 2025 and is good for five years. Results were within EPA guidelines. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site in the additional room with the cubbies near the adult sink. Outlets were protected. The fire marshal inspection occurred on 12/22/23, with compliance on 01/23/24.

The parent information is located on a bulletin board inside the entrance. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance. Parent resources are in the hallway.

The playground has poured in place rubber that resembles turf is used for fall surfacing. There is a piece of climbing equipment with slides and other activities. There is a grassy area and there are planters in this area.

Children's files were reviewed at the time of the licensing visit. I reviewed six files. There was one outdated physical. There was not a pattern of disregard so this will not be cited. You must have a space for the doctor's and dentist's complete address on the paperwork.

I reviewed one staff file. It was in great condition.

2. Identify Observed Strengths of the program

CHILD CARE CENTER ANNUAL EVALUATION

Children were finishing breakfast when I arrived and then moved to the carpet for music and movement. They were dancing and enjoying their time. Staff members were flexible with their schedule. During circle time the children discussed the weather and went over the calendar. Staff members use repetition to teach. Staff members used positive redirection when necessary. Staff members interacted with the children at their level and sat with the children on the carpet. When the children moved to centers for free play the staff members spread out in the room and were actively engaged with the children in play. The children appeared to enjoy their time at the program.

The program has an IQ4K level of 2 that expires on 09/30/27.

Ms. Roth states they receive a lot of training that is helpful for them during the classroom experience.

Ms. Roth states the program is family-oriented and they keep the parents involved with the children's education. The classroom has a food celebration every month and they invite the parents to join them for a food activity. They have parent volunteers.

The program has two home visits and two conferences during the year.

Ms. Roth states they use the SeeSaw app to communicate with parents, but they do most of their communication face-to-face.

Ms. Roth states that Head Start helps low income families. They meet their educational needs, childcare needs and assist with resources.

Ms. Roth states they provide the children with opportunities they may not otherwise receive.

Ms. Roth states she likes the program's curriculum. She states their curriculum is play based and great for the ages of the children they serve.

The four-year-old children can ride the bus to and from school.

The program is in a secure building and there is a camera in the classroom.

3. Identify the aspects that fall below the standard

N/A

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 change the schedule to "School-Year" and the hours to 8:30 am until 2:30 pm.

Targeted Assessment: Behavior Management:
I discussed with Ms. Roth, the on-site supervisor, the oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance. Ms. Roth states they have good teamwork and they work well together. They can ask one another when they need a break and the other staff member will step in. Ms. Roth states they use good communication and their program manager steps in when she is on-site. Ms. Roth states they all receive in-service trainings and they receive a lot of information on mental health and relaxation.

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CHILD CARE CENTER ANNUAL EVALUATION

Date: 04/27/2026

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**.