Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Hawkeye Child Development Center - ALC

Provider No.: 50443

Address: 120 Jefferson ST, Waterloo, IA, 50701

County: Black Hawk

Director's Name: Sarah Errthum

On-Site Supervisor: Sarah Errthum

Phone Number: 3192964278

E-Mail: Amanda.Benson@episervice.org

HHS Visit Date: 03/04/2025

Licensing Period: 04/01/2025 to 04/01/2027

Fire Inspection:

Date Inspected: 11/20/2023

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 1

- [ ] Accrediation

Program Duration:

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

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

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	28	12	16	0	56
Summer					0

1. Basic Overview

On 03/04/25 I made an unannounced licensing visit to Hawkeye Child Development Center-ALC in downtown Waterloo. I met with Sarah Errthum, the director (childcare coordinator). Ms. Errthum has been with the center since they opened in January 2019. She became the director in February 2023. Prior to that she worked at the Hawkeye Child Development Center on the main campus. She has an AAS in early childhood and a BA in human services. Amanda Benson is the childcare assistant coordinator and is in charge when Ms. Errthum is unavailable. She has been with the program since 2015. The center employs thirteen staff members.

The center is in the Hawkeye Community College-Adult Learning Center in downtown Waterloo. They were given permission to open on 01/14/19. The program operates 6:30 am until 6:30 pm Monday through Friday and cares for children who are infants through children five-years-old. There are currently 50 children enrolled. Community resources are available in the entrance for parents.

Hawkeye Child Development Center-ALC is a partnership between Hawkeye Community College and Exceptional Persons, Inc. (EPI). It is a non-profit organization.

The program operates out of four rooms. The rooms include Koalas (birth until 12 months), Monkeys (12-24 months), Hippos (two and three-year-old children) and Preschool. An inspection of each room was completed. Windows provide natural lighting in some rooms and artificial lighting is used in other rooms. The rooms are decorated with several pictures of the children and their families, 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. The hallways are also decorated with the children's art work. All rooms were within ratio during my 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, science/discovery, 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. There is a green and blue vinyl chair in the Monkeys room that are beginning to tear in the corners. Once the foam is exposed the chairs cannot be properly sanitized. These items must be repaired. The materials are located at child level, so they were easily accessible to the children.

The center uses the Active Learning Series Curriculum and a variety of resources to develop lesson plans. Each room completes the GOLD assessments and the Ages and Stages Questionnaire (ASQ) assessment tool. They use the CDC Act Early assessment tool, which is an on-going assessment system to track their developmental milestones. Each teacher develops their own lesson plans. Activities are based on themes. Themes may last one or two weeks. Teachers have parent-teacher conferences twice each year for all the children and a conference when children transition to a new room. A

CHILD CARE CENTER ANNUAL EVALUATION

permanent assessment portfolio is kept for each child and passed to the next teacher when a child transitions.

The center uses the ProCare app. They complete the daily sheets for the children under the age of two-years-old in ProCare. They also use it to communicate with all parents.

There was a phone in each classroom and emergency numbers with the center's address and phone number were posted. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits throughout the center. Re-post the emergency diagram near the outdoor exit in the Hippo room. A daily schedule was posted for each room and lesson plans were available for review in each room.

I observed and/or discussed diaper changes in the rooms. Proper procedures are being followed. Handwashing and diaper changing procedures were posted near all the sinks and changing tables in the center.

Cribs are used to nap in the infant room and then children transition to mats. Mats are stored appropriately. Owlets are used on the children in the infant room.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was completed in November 2023. Results were within EPA guidelines. An annual fuel burning inspection is not necessary because the facility does not have any fuel burning appliances. A carbon monoxide detector is in the laundry room. Outlets were protected. The fire marshal inspection occurred on 11/20/23.

The program does participate in the Child and Adult Care Food Program (CACFP). The program serves breakfast, lunch and an afternoon snack. All meals and the snack are prepared by the center. They use a four week rotation for menus. Either Ms. Errthum, Ms. Benson or Sofia Christiansen does the cooking. Each room has a refrigerator and thermometers were present. The Hippo room has an upright freezer, and a thermometer was present.

In the infant room, the program offers one kind of formula, or they will buy a specific brand with a note from the doctor. The parents can provide another formula if they desire. The center provides baby food, cereal and snacks. Feeding and changing schedules were posted in the infant room.

Each classroom has three sinks to wash their own dishes using the three-step method. The infant room has three sinks and a dishwasher available. The kitchen was observed to be clean and organized. There is a dishwasher and three sinks available to use the three-step method in the kitchen. Food items were stored according to NHSPS guidelines. There is a refrigerator and thermometers were present.

Bleach is used to sanitize the food tables and disinfect the changing tables.

The parent information is located 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.

There are two fenced in playground areas. Rubber tiles are used for surface cushioning in both areas. In the area for older children there is a piece of climbing equipment with slides and other activities. There is a grassy area with a dramatic play center. There has been a tree planted. There is a shade shelter available that offers shade in both areas.

The smaller play area has a smaller piece of climbing equipment with slides. There is a dramatic play center, a basketball hoop and a rocking toy.

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

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

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

I observed the staff members to be attentive and actively engaged with the children. There was child friendly music playing in the rooms. Staff members sat on the floor with the children as they played and introduced them to activities. They were

engaged in conversation with the children and used play to teach the children about colors and counting. Staff members modeled good manners. They provided the children with praise and used positive redirection when necessary. Staff members displayed good teamwork and provided the children with a good routine. The children appeared to enjoy their time at the center.

2. Identify Observed Strengths of the program

The center has an IQ4K level of 1 that expires on 12/31/26.

Ms. Errthum states she has a good team of staff members. They are dependable and caring.

Ms. Errthum states she works closely with Child Care Resource and Referral (CCR&R) and the staff members are open to learning.

Ms. Errthum states they have good communication with the parents. ProCare allows them to have constant communication and staff members send pictures and videos to the parents throughout the day. They also bill through ProCare.

Ms. Errthum states she continues to try to increase the education of the staff members because that leads to better education of the children in the classroom. The center closes once or twice a year to have professional development days.

The center partners with the Waterloo Career Center and students in their early childhood classes work at the center for a semester to earn credits. This provides more help at the center.

The center has moved registration paperwork online and made the enrollment process virtual and easier for parents.

The center completes parent surveys and they have received good results.

The program offers scholarships to families.

The building has a secured entrance and there are cameras in the rooms and hallway that can record.

There are resources in the entrance for parents.

3. Identify the aspects that fall below the standard

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 name Amanda Benson as the new director. Her start date was 01/05/26. She has been employed by the center since September 2022.

Date: 01/06/2026

HHS Licensing Consultant: Becky Frost

CHILD CARE CENTER ANNUAL EVALUATION

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**.