Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: WEE Care at Timberline

Provider No.: 45635

Address: 2605 SE LA Grant Pkwy, Waukee, IA, 50263

County: Dallas

Director's Name: Andrea Wilmes

On-Site Supervisor: Abbie Andersen

Phone Number: 5159875161

E-Mail: awilmes@waukeeschools.org

HHS Visit Date: 11/07/2025

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

Fire Inspection:

Date Inspected: 10/01/2024

Comments: Waukee Fire Marshal. State Licensing requires inspections at least every three years. Waukee typically does annual inspections.

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		7:00 AM to 5:00 PM	
Tuesday		7:00 AM to 5:00 PM	
Wednesday		7:00 AM to 5:00 PM	
Thursday		7:00 AM to 5:00 PM	
Friday		7:00 AM to 5:00 PM	
Saturday			

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	6	7	16	0	29
Summer					0

1. Basic Overview

A licensing inspection was conducted on 11/7/25. The on-site supervisor was present throughout the visit.

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

Wee Care- Timberline is a center that is located within a few classrooms in the Timberline School in Waukee, IA. The center was given permission to open on 8/17/15. This center serves children whose parents work for the Waukee School District. Children served range from six weeks in age to roughly five years in age. The center operates only during the school year. The center utilizes the Creative Learning Curriculum and is overseen by a Board. The center director is Andrea Wilmes. Andrea has been a director of related Waukee centers (BTB, Wee Care, Vince Meyer) since 2004. Andrea has her BA degree in Human Services and has been involved in child care since 1989. Abbie Andersen is the on-site supervisor at this location since 6/2021. Abbie has a Bachelor degree as well as past experience working in child care.

During the visit, children were engaged in free-choice play as staff were preparing the day's lunch. Children were reading books. Children then washed their hands before sitting down for lunch. Toys and other equipment are being cleaned, sanitized, and disinfected daily. Staff gave specific information as to where they relocate for monthly fire and tornado drills. There are currently 24 children enrolled.

CHILD CARE CENTER ANNUAL EVALUATION

2. Identify Observed Strengths of the program

This center runs very similar to the other Waukee Wee Care programs.

The center sends out a monthly newsletter to parents. In addition, monthly staff meetings are held. Communication between staff and parents as well as other staff are highly stressed. The center uses the online application, Brightwheel.

The on-site supervisors of the BTB programs and Wee Care programs meet monthly for meetings.

The center has their own website where additional and more specific information about the center can be found.

Staff pictures are posted by the main parent board.

There is a washer and dryer on site.

The center participates in the "Catch" program which focuses on healthy eating and physical activity for children as well as the 5-2-1-0 program.

The center utilizes their nurse consultant and CCR&R as needed.

There is a secure entrance into the preschool main area.

The center has access to the school nurse if needed. The center also has a good working relationship with other school personnel.

Meals are reviewed by the nutrition department through the Waukee School District.

Good child activities were observed in classrooms. Staff were actively engaged with children and their activities.

Staff work well together per the on-site supervisor. The on-site supervisor felt she had a really good team.

The on-site supervisor felt staff have really good relationships with the families they serve.

Enrollment remains steady.

3. Identify the aspects that fall below the standard

109.9(1)a: All files contain: Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record check. Copy of a request for child abuse information form, when applicable. Copies of results of Iowa record checks conducted through the SING for review by the department upon request. Copies of national criminal history check results. Any department issued documents sent to the center related to a record check, regardless of findings.
The evaluation form was missing in one staff file.

109.12(4)b: Each infant and toddler shall be diapered in a sanitary manner as frequently as needed at a central diapering area. Diapering, sanitation, and hand-washing procedures shall be posted and implemented in every diapering area. There shall be at least one changing table for every 15 infants.
1.Nothing should be on the diapering station tables other than what is needed for diaper changes. The stuff animal pillow was removed during the visit.
2. The embroider diaper changing mat shouldn't be used and will need to be removed.

CHILD CARE CENTER ANNUAL EVALUATION

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

1. The evaluation form was missing in one staff file. The director will need to check with the Waukee School District HR Department in regards to getting this matter resolved.
2. a) Nothing should be on the diapering station tables other than what is needed for diaper changes. The stuff animal pillow was removed during the visit.
b) The embroider diaper changing mat shouldn't be used and will need to be removed.

5. Special Notes/Recommendations

Radon testing was last tested in classrooms 9/3/21 - 9/7/21. All classrooms came back with radon levels below the 4.0 cutoff. Because levels were below 4.0, the center can move to testing for radon at least every five years now. So long as radon levels remain below 4.0, they can remain on a five year plan. If at the next testing, levels in any classroom come back 4.0 or higher, the center will have to have a mitigation plan, retest, and at least temporarily move back to testing every two years.

The most current boiler inspection expired in 8/2026.

As previously noted in past visit, for transportation/field trips, the center contacts with the Waukee School District. The center will also bring in different agencies for presentations to children throughout the year.

For nutrition, all meals are reviewed by the Waukee School District's Nutrition Department. The center provides snacks to children. Lunches are provided by the school.

I-Power was discussed at the visit. Staff should upload their training certificates into I-Power and also keep hard copies of certificates in individual files.

It was noted that one child needs to have their immunization records transferred over to a State of Iowa approved form. This seems like it has been an issue for a while. This should be completed by the parents and turned into the center no later than end of day, 11/14/25.

A new, full, two-year license is recommended. The application and payment was sent in on 11/3/25.

Date: 11/10/2025

HHS Licensing Consultant: Nate Knepper

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**.