Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Westside Early Education

Provider No.: 36481

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

County: Polk

Director's Name: Carolyn Hinchliff

On-Site Supervisor: Beth Bright

Phone Number: 5154903441

E-Mail: westsideearlyed@gmail.com

HHS Visit Date: 04/09/2026

Licensing Period: 03/01/2025 to 03/01/2027

Fire Inspection:

Date Inspected: 02/16/2024

Comments: Fire Inspections are due every three years. Completed by Des Moines Fire Dept.

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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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		9:00 AM to 3:00 PM	
Tuesday		9:00 AM to 3:00 PM	
Wednesday		9:00 AM to 3:00 PM	
Thursday		9:00 AM to 3:00 PM	
Friday		9:00 AM to 11:30 AM	
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	12	34		52
Summer					0

1. Basic Overview

An annual licensing visit was completed 4-9-26. 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.

This program is offered as school-year only.

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.

Room observations/activities: The center occupies four classrooms and they also have access to the church's playground and

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a large room that is used for large motor play activities. The center uses the Creative Curriculum as well as incorporating their own curriculum. There is variety of age/developmentally appropriate activities/toys available. The classrooms are nicely organized and clean. The children were content and engaged while staff lead a group activity during this visit.

Nutrition Practices: A snack is served family style and is provided by families, on a rotating basis. The program does provide a list of suggestions for snack items that meet CACFP health eating guidelines.

Playground: The playground is enclosed by chain-link fencing with safety surfacing of wood chips. There are play structures and a shade structure available.

Transportation/Field Trips: NA

2. Identify Observed Strengths of the program

This center has achieved Level 2 in IQ4K: Iowa Quality for Kids (IQ4K®) is Iowa's Quality Rating and Improvement System (QRIS) for Department of Health and Human Services (HHS) licensed Child Care Centers and preschools, registered Child Development Homes and programs operating under the authority of an accredited school district or nonpublic school. IQ4K® provides five levels of quality (building blocks) that programs can achieve and continue to upon.

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

3. Identify the aspects that fall below the standard

109.6(4)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.

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

109.6(4)c: [center repeats Iowa Background checks every two years] A staff file reviewed did have an expired Iowa Background check.
*The on-site supervisor attempted to complete the SING (Iowa) check while the visit was occurring; however was not able to access the system. The on-site director indicated having contacted the governing authority to re-gain access to the necessary database (SING) and will complete the check. This is not the usual for this center; and the check had just lapsed days prior.

5. 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.

Targeted Assessment: Behavior Management
I discussed with the on site supervisor their oversight of behavior management related to helping childcare staff: 1)

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Understand expectations, 2) managing frustrations, 3) monitor performance. The on site director indicated that many trainings in the quest to attain IQ4K addressed strategies to manage difficult behaviors. Staff are also able to seek assistance from the director or on-site director.

Date: 04/23/2026

HHS Licensing Consultant: Maggie Gibson, SWIV

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**.