Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Y's Kids at Kittrell

Provider No.: 46512

Address: 1304 Oregon ST, Waterloo, IA, 50702

County: Black Hawk

Director's Name: Sherry Davenport

On-Site Supervisor: Shauntaija Coffer

Phone Number: 3196105908

E-Mail: sdavenport@ywcabhc.org

HHS Visit Date: 10/13/2025

Licensing Period: 11/01/2025 to 11/01/2027

Fire Inspection:

Date Inspected: 10/24/2023

Comments:

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

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Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	19	117	136
Summer					0

1. Basic Overview

On 10/13/25 I made an unannounced licensing visit to Y's Kids at Kittrell Elementary in Waterloo. Shauntaija Coffer is the on-site supervisor for the program but she was not present the day of my visit. She started with YWCA in November 2024. Sherry Davenport is the director. She has worked with YWCA since 2021 and was previously an on-site supervisor in one of the latchkey programs. Abby Adams is the assistant childcare director. She has a BA in elementary education with a minor in social/emotional learning. She previously worked in one of the latchkey programs. The program typically has two employees during the morning hours and three or four employees during the afternoon program.

The program is in Kittrell Elementary. The program serves preschool and school-aged children. The before and after school program operates Monday through Friday from 6:30-8:30 am (the preschool children are released at 8:40 am) and 3:35-6:00 pm (the preschool children arrive at 3:15 pm). There are currently 31 children enrolled.

The program operates out of the cafeteria but can also use the gym. An inspection of both spaces was completed. Windows provide natural light in the cafeteria. Artificial lighting is used in the gym. The centers observed include art, library, magnets, dramatic play, Legos, games, table toys, and puzzles. Centers are stored on shelves and put out on tables when it is time for centers. Materials were in good condition.

The number of children at the program at any one time is changing constantly because of children arriving and leaving. I visited the program during the afternoon hours of operation. The program was in ratio.

The children use the bathroom near the cafeteria. The girl's bathroom has five toilets and the boy's bathroom has two toilets and three urinals. There are two birdbath sinks outside of the bathrooms. Handwashing procedures were posted. There are additional bathrooms in the school if necessary.

The program uses a cell phone for communication. The program must post emergency numbers with the program's address and phone number. Emergency fire and tornado procedures and evacuation diagrams were not posted by all the main program doors and outdoor exits. You need the evacuation diagrams near the two outdoor exits out of the cafeteria. They are only posted near one. The children also use the gym. You must place the evacuation diagrams near both exits out of the gym. This was cited in the last three years' reports also. This must be corrected. A daily schedule was posted.

Staff members keep a binder that details who has permission to pick up each child. It also has information for each child on allergies, medications, photo release and travel permission.

I reviewed documentation of monthly fire and tornado drills. Drills have been practiced during this school year and last school year.

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I reviewed documentation of monthly playground inspections.

The radon test was completed in October 2024 and the results were within EPA guidelines. Radon testing must occur again in five years. The annual fuel burning inspection was reviewed and no concerns were noted. A carbon monoxide detector is on site under the counter in the former program space in the middle of the school. Outlets were protected. The fire marshal inspection occurred on 10/24/23.

The children are provided breakfast through the school once they are released from Y's Kids. The YWCA offers afternoon snacks. Snack is provided by the school. Snack menus were posted. The program is not on the Child and Adult Care Food Program (CACFP) but follows the guidelines. Disposable products are used so dishwashing is not necessary. Snacks are eaten in the school cafeteria. Snacks are stored in the milk cooler in the kitchen. A thermometer was present.

The program uses Sani-T to sanitize the food tables.

The program uses the elementary school's playground. There is a fenced in playground for the kindergarten through fifth grade children and a fenced in area for the preschool children. Woodchips are used in both areas for surface cushioning. The area for the older children has climbing equipment with slides and other activities, a climbing wall, steppingstones, bars, a see saw, and there is a concrete area with a basketball hoop. The area for the preschool children has a smaller piece of climbing equipment with slides, a balance beam, a stationary bus, monkey bars, and general store playhouse.

The parent information is located on a portable bulletin board in the cafeteria. The mandatory reporter, childcare consultant and the handbook availability were posted. The license is conspicuously posted, but it is an outdated license. A no-smoking sign was posted at the entrance.

The children's files were reviewed at the time of the licensing visit. I reviewed six children's files and they were in great condition.

On 09/25/25 I reviewed one staff file at the YWCA of Black Hawk County site. She did not have a signed employee statement and she did not have documentation of mandatory reporter training.

2. Identify Observed Strengths of the program

Staff members had a great routine and teamwork. There was a staff member sitting at each table interacting with children. They were actively engaged with the children and talked with them in a positive manner. Staff members were patient and used positive redirection when necessary. They seemed to know the children and their behaviors well. They greeted parents when they arrived to pick the children up and they said goodbye to the children when they left. I observed staff members asking children if they could play with them and offering choices. They encouraged the children to use their imaginations. They modeled good manners. The children appeared to enjoy their time at the program.

A staff member states that parents really care and appreciate the program.

A staff member states they have good interaction with the children. They play with them and keep them busy.

A staff member reports they make sure the children feel loved, safe and valued.

Staff members state they enjoy working with Ms. Davenport and she supports them and responds to them.

Ms. Davenport is the new director and she is doing great in this position. She previously worked as an on-site supervisor at a school site so she knows the expectations and she is dedicated to making the school programs successful.

The program provides a valuable resource to parents who require before and after school care. Parents do not have to worry about transportation for childcare.

The program had easy to read child enrollment forms.

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The program serves a diverse population of children.

3. Identify the aspects that fall below the standard

109.10(13)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year. Emergency fire and tornado procedures and evacuation diagrams were not posted by all the main program doors and outdoor exits. You need the evacuation diagrams near the two outdoor exits out of the cafeteria. They are only posted near one. The children also use the gym. You must place the evacuation diagrams near both exits out of the gym. This was cited in the last three years' reports also. This must be corrected.

109.11(6): Telephone: Working phone with posting adjacent for emergency numbers for police, fire, and poison control center. Center street address and phone included in posting.List of emergency numbers for children kept near phone. The program must post emergency numbers with the program's address and phone number.

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 Sherry Davenport as the director. She became the director in April 2025. The change was reported to Barb Sederburg in April 2025.

An administrative change is also being made to name Shauntaija Coffer as the on-site supervisor.

This program has been given permission to combine children aged three though school age children due to program space availability.

Date: 10/14/2025

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**.