Iowa Department of Human Services
CHILD CARE CENTER EVALUATION AND RECOMMENDATION FOR LICENSE

Name of Center: A to Z Learning Center & Day Care-Donald **Enrollment:** 53 **License ID No. (Reapplications)** 21731

Street: 307 E Donald St **City:** Waterloo Iowa **Zip** 50703 **County:** Black Hawk

Mailing Address: 307 E Donald St, Waterloo, IA, 50703

Director's Name: Chris York **Phone Number:** 319-232-4325

On-Site Supervisor(s): Jessica Moffett **E-Mail:** atoz307donald@gmail.com, atoz4828@gmail.com

Date(s) of Visit: 05-28-2025

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** **Administrative Change**

LICENSING VISITS

New Application X **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 05-08-2025

FIRE INSPECTION **State** X **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 11-02-2023

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	11	16	40	12	79
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 07-01-2025 to 07-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 06-30-2025

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 05/28/25 I made an unannounced licensing visit to A to Z Learning Center and Day Care-Donald Street in Waterloo. I met with Jessica Moffett, the on-site supervisor. She has been employed since May 2019 and became the on-site supervisor in June 2022. Moneka "Moe" McPherson is the assistant director and is in charge when Ms. Moffett is not at the center. Ms. McPherson has been with A to Z since September 2014. The program employs twelve staff members.

A to Z Corporation operates four childcare centers in the Waterloo-Cedar Falls area. Chris York is the director of the centers. She has been involved with childcare for over thirty years and she has been the director of A to Z Learning Center and Day Care since it opened in 1991.

A to Z on Donald Street operates out of a free-standing building. The center operates Monday through Friday from 5:30 am until 6:00 pm. It serves children who are six weeks old through twelve-years-old. A to Z on Donald Street also houses the state voluntary four-year-old preschool program through the Waterloo Community School during the school year. Donita Schmitz is the teacher for the preschool. The preschool program operates Monday through Friday from 8:00 am until 10:00 am. There are currently 53 children enrolled at the center.

The program operates out of the following classrooms: Bear Cubs (6 weeks-12 months), Alligators (12-24 months), Monkeys (younger two-year-olds), Doodle Bugs (three-year-olds), Dinosaurs (three and four-year-olds), Jungle Friends (four-year-olds), Sea Creatures (four and five-year-olds), and Clowns (school-aged children). Not all the rooms are currently being used. An inspection of each room was completed. Windows provide natural lighting and artificial lighting is also used. The rooms are decorated with pictures of the children, 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 in the rooms.

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

A variety of resources are used to create lesson plans. Activities are developed around weekly themes. The themes are the same for the entire center. Lesson plans were available for review. Activity calendars were also posted in every room.

There was a phone with emergency numbers and the programs address and phone number in the classrooms. Emergency fire and tornado procedures and evacuation diagrams were posted by most of the main program doors and outdoor exits throughout the center. The diagram must be posted near the exit in the infant room near the door to the Alligator room. A daily schedule was posted in each of the rooms. You should post a daily schedule specific to school-age children in their room.

The program participates in the Child and Adult Care Food Program (CACFP). Ashaurah Brown is the cook. The center provides the children with breakfast, lunch and a morning and afternoon snack. The center has a rotation of four menus. Dishes are returned to the kitchen to be washed using the three-step method. Menus were posted. There are two refrigerators and an upright freezer in the kitchen. There were thermometers present.

In the infant room the center provides one brand of formula, baby food and cereal. They wash and sanitize bottles in the room. There is a refrigerator in the infant room and a thermometer was present.

The program uses bleach to sanitize the food tables and disinfect the changing tables. I discussed or observed diaper changes in the classrooms and procedures are followed.

Post handwashing procedures on the west side of the infant room near the sink. This was cited in last year's report also. The soap dispenser in the Jungle Friends room needs batteries.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was completed in February 2023. The results were within EPA guidelines. Radon testing must be repeated every five years. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is located on all three levels. They are in the Doodle Bug room, the Bear Cub room and the Sea Creature/school-age room. Outlets were protected. The fire marshal inspection occurred on 11/02/23.

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. There was an outdated poster for this worker, but an updated contact sheet was emailed to the center with my new email address and the HHS website.

The center has three fenced-in play areas. Wood chips are used for surface cushioning in two areas. The third area only has grass and no equipment. There is a smaller area for children aged two through five-years-old. There is climbing equipment with slides and a playhouse. There is a concrete area for riding toys.

The area for the older children has a larger piece of climbing equipment with slides and a tunnel, rocking toys, two small bicycle merry-go-rounds, a teeter totter, and small stationary items to climb on. There is a grassy area. There is a concrete area for riding toys and a basketball hoop. Trees provide shade in both locations.

New wood chips are purchased each year.

There is a first aid kit near the playground. Please remove the hydrogen peroxide and triple antibiotic cream. These items require a signed medication authorization form. We recommend you clean an injury with soap and water and place a band-aid on it.

Staff and children's files were reviewed at the time of the licensing visit. I reviewed eight children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor's and dentist's name, phone number and complete street address must be provided. One file did not provide any dental emergency contact information. There was one outdated physical. There was not a pattern of disregard so these items will not be cited. There were three missing immunization certificates.

I reviewed two staff files. Both files had outdated Iowa background checks (SING). Neither staff member had documentation of first-aid or CPR training. Both staff members have been employed for at least two years and neither one had documentation of on-going training hours. Both staff members will have to make up those hours this year so they will each require 12 hours of training. You must review all files to make sure staff members complete the on-going training hours and if they do not, they must also complete 12 hours of training this year. One staff member did not have a physical and one staff member had an invalid physical because it was not on the mandated HHS employee physical form.

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

Staff members interacted with the children at their level. They were patient and offered the children choices. They used positive redirection when necessary. Staff members were flexible with their schedule to meet the needs of the children. The staff members moved around the space to interact with all the children. I observed staff members counting children and administrators also visited the rooms to make sure they were within ratio. The staff members took the children outside and enjoyed the nice weather. The children appeared to enjoy their time at the center.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Moffett states the staff members like working at the center. They enjoy working one on one with the children, teaching the children and they love crafts.

Ms. Moffett and Ms. McPherson state the staff members have good interaction with the children.

Ms. McPherson states she and Ms. Moffett have a good working relationship.

Each room has an Alexus speaker to play child friendly music for the children.

The program has a terrific summer program for children that includes several field trips for the school-age children.

The center partners with the Waterloo School District to house the voluntary four-year-old preschool program and participates in the Iowa QPPS program.

The program has two vans and provides transportation to school-aged children to Highland, Lincoln, Cunningham and Carter schools.

There are pictures of the staff members in the entrance.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

109.6(6)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.
Two files had outdated Iowa background checks (SING).

109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse.At least one hour of training regarding universal precautions and infectious disease control.Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross,American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department.A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
Neither staff member had documentation of first-aid or CPR training. Both staff members have been employed for at least two years.

109.7(2): Center directors and all staff have the required contact hours of training.
Number not in compliance: 2
Both staff members have been employed for at least two years and neither one had documentation of on-going training hours. Both staff members will have to make up those hours this year so they will each require 12 hours of training. You must review all files to make sure staff members complete the on-going training hours and if they do not, they must also complete 12 hours of training this year.

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
Number not in compliance: 2
One staff member did not have a physical and one staff member had an invalid physical because it was not on the mandated HHS employee physical form.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number missing: 3
There were three missing immunization certificates.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your DHS Licensing Consultant to discuss the issue. The child care director may also send a response which will be placed in the licensing file.

*Note: If you are a member of the general public, there may be additional information contained in the public file. You may contact the DHS Licensing Consultant to inquire.