Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Drake University Head Start-Highland Park

Provider No.: 28323

Address: 4260 NW 6th Dr, Des Moines, IA, 50313

County: Polk

Director's Name: Kim Puetz

On-Site Supervisor: Ramona Bates

Phone Number: 5152373421

E-Mail: Kimberly.puetz@drake.edu

HHS Visit Date: 12/16/2025

Licensing Period: 12/01/2025 to 12/01/2027

Fire Inspection:

Date Inspected: 02/14/2025

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 3

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8:00 AM to 2:30 PM	
Tuesday		8:00 AM to 2:30 PM	
Wednesday		8:00 AM to 2:30 PM	
Thursday		8:00 AM to 2:30 PM	
Friday		8:00 AM to 2:30 PM	
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			17		17
Summer					0

1. Basic Overview

Drake University opened an Early Head Start classroom at this location in 2008. The preschool is located in one classroom in the lower level of Highland Park Christian Church. This site serves children ages three to five. Ramona Bates is the lead teacher. Ramona started with Head Start in 2016. Ramona has a Bachelors degree in Early Childhood Education. Ramona has several years of experience as a teacher at another preschool prior to coming to Head Start. The assistant teacher is Menna Mahomond.

An unannounced visit was completed on today's date. All areas subject to HHS licensing rules were reviewed. Mandatory postings are in place. The classroom schedule is posted. A current lesson is posted. The classroom has labeled learning centers. The classroom has developmentally appropriate furnishings, toys and learning supplies.

Ramona and Menna were working today. There were eleven children in attendance today. There were ten children present today. Children were observed during staff led activities, lunch time and child directed play activities. Staff led children with some exercise time prior to lunch today. Staff were actively engaged with the children throughout the visit.

The center serves breakfast, lunch and afternoon snack. The center gets lunches from Des Moines Schools. Menus reflect the center follows CACFP requirements. Lunch served today was cheeseburgers on wheat buns, french fries, apple sauce and milk.

The center has a playground that has fencing. There is surfacing material in place. Playground checks are completed by staff.

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The center doesn't provide transportation.

2. Identify Observed Strengths of the program

Head Start Programs are well supported. Lead teachers have Bachelors degrees. Children benefit from Head Start's ability to have other early childhood professionals participate and support children's educational and health needs.

3. Identify the aspects that fall below the standard

One staff needed an updated physical.

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

NA

5. Special Notes/Recommendations

The center has a full license.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 515-362-7823; email melinda.larson@hhs.iowa.gov) so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

*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.

Date: 12/21/2025

HHS Licensing Consultant: Melinda Larson, Child Care Licensing Consultant

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**.