Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Willkie House Inc.

Provider No.: 51772

Address: 900 17th ST, Des Moines, IA, 50314

County: Polk

Director's Name: Weslyn Caldwell

On-Site Supervisor:

Phone Number: 5152437817

E-Mail: weslyn@willkiehouse.org

HHS Visit Date: 06/30/2026

Licensing Period: 06/01/2026 to 06/01/2028

**Fire Inspection:**

Date Inspected: 04/02/2026

Comments:

**Report Visit Type:**

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

**License Type:**

- [X] Full
- [ ] Provisional

**Quality initiative:**

- [ ] Accrediation

**Program Duration:**

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

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| HOURS: | *Year-round* | *School-Year* | *Summer Only* |
|---|---|---|---|
| Sunday | | | |
| Monday | 7:00 AM to 6:00 PM | | |
| Tuesday | 7:00 AM to 6:00 PM | | |
| Wednesday | 7:00 AM to 6:00 PM | | |
| Thursday | 7:00 AM to 6:00 PM | | |
| Friday | 7:00 AM to 6:00 PM | | |
| Saturday | | | |

**Program Population Served:**

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

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Aged | Capacity |
|---|---|---|---|---|---|
| General | | | | 120 | 120 |
| Summer | | | | | 0 |

**1. Basic Overview**

The Willkie House has been providing child care services for several years. The center became licensed with HHS in August 2022. The center is located in a single standing building. The center has security cameras throughout the building. The playground and entrance have cameras also. The center provides care for children ages five up to twelve. Weslyn Caldwell is the director of the program. She started in this role in February 2025. Weslyn has a Bachelors degree in Business Administration. Weslyn has related work experience at a few agencies prior to coming to Willkie House.

Mandatory postings are in place at the entrance. Daily schedules/lesson plans are available on BrightWheel and in classrooms. On the main level, the center has a gym, kitchen, two small computer labs and two classrooms. The lower level has three classrooms. The classrooms have age appropriate supplies and furnishings in place. Games, art supplies, toys and books are easily accessible for children in each classroom. The center has large motor play toys and supplies in place in the gym.

An unannounced visit was completed. All areas subject to HHS rules were reviewed. Weslyn assisted with today's visit. There were forty two children present today. There were seven staff working and one volunteer, in addition to Wesley. Children were observed in classrooms and the gym. Children were observed doing large motor games in the gym, during lunch time and doing activities in their classrooms.

The center has a small kitchen on site. Food storage for the snacks was sufficient. Breakfast and lunch are provided through Des Moines Public Schools during summer programming. The center provides morning and afternoon snacks during the summer. The center provides after school snacks and dinner during the school year.

## CHILD CARE CENTER ANNUAL EVALUATION

The center has a fenced playground. There are a couple large climbing structures. The smaller climbing structure, that is made of mainly wood, is not in good repair and should be removed. The wood is very worn, is full of large cracks and there are missing screws. There is another wood structure that is a shade structure that is leaning. This should also be removed from the playground. Wood mulch is used for surfacing. There are concrete and grass areas on the playground. There is natural shading. Monthly playground checks are completed.

The center has two vans. These are used for off site field trips. The center picks up children at a couple elementary schools.

**2. Identify Observed Strengths of the program**

The center has been providing child care for many years. The center has a gym and playground so children can have large motor play activities daily. Children are provided dinner daily during the school year. The center uses Bright Wheel.

**3. Identify the aspects that fall below the standard**

109.9(1)b: 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.
Two staff files reviewed were missing physicals.

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.
May 2026 tornado drill wasn't documented.

109.10(14)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.
One classroom, the yellow classroom, was in their room eating lunch. There wasn't a staff in the room. This worker told a staff who had just arrived at the center that the children were in the room by themselves. A staff assigned to the room said she thought another staff was with the children.

109.11(4)a: Center must have safe outdoor program area adjacent to the center, with sufficient square footage to accommodate at least 30 percent of the enrollment capacity at any one time at 75 spear feet per child. Outdoor space must:Be free from litter and unsafe materials and free from contamination by the drainage or ponding of sewage or storm water.Include safe play equipment and an area of shade.Include fencing to protect from bodies of water or vehicular traffic.
There are two structures on the playground that are not in very bad shape, they are not safe for children to play on nor should children be around the structures and these need to be removed from the playground.

109.11(8)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.
There were no carbon monoxide detectors at the center.

109.11(3)a
Center shall ensure that:
Facility and premises are sanitary, safe, and hazard free.
The center didn't have electric outlets covered.
There were staffs' purses accessible to children in two classrooms.

109.13(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed.Staff preparing food that have injuries on hands wear protective gloves.Staff serving food use clean serving utensils and have clean hands/wear protective gloves.

## CHILD CARE CENTER ANNUAL EVALUATION

Centers are required to wash, rinse and sanitize all tables that are used for meals and snacks prior to being used. Tables that were used for lunch table were not washed, rinsed or sanitized prior to children eating lunch.

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

NA

**5. Special Notes/Recommendations**

This center has a full license.

This worker talked with Wesley about the violations observed during today's visit. Wesley is going to relay the information about the playground needing to be in compliance. Wesley is going to address supervision issues, communication and positive guidance being used at the center. This worker recommended Wesley contact the center's CCR&R consultant to arrange visits for consultation and support.

This worker and Wesley discussed some challenges staff are having managing challenging behaviors. The center has appropriate behavior guidance policies in place. Wesley is available to assist when needed. CCR&R will be coming to the center to recommend trainings and offer guidance.

Date: 06/30/2026

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**.