



Health and
Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Webster City Head Start

Provider No.: 18092

Address: 1610 Collins St, Webster City, IA, 50595

County: Hamilton

Director's Name: Michelle Carden

On-Site Supervisor: Sierra Heitland - lead teacher

Phone Number: 5158323285

E-Mail: mcarden@yourhs-ehs.org

HHS Visit Date: 03/23/2026

Licensing Period: 05/01/2025 to 05/01/2027

Fire Inspection:

Date Inspected: 05/15/2025

Comments:

Report Visit Type:

- ☐ PTO
- ☒ Licensing Visit
- ☐ Drop In
- ☐ Administrative Change

License Type:

- ☒ Full
- ☐ Provisional

Quality initiative:

- ☐ Accrediation

Program Duration:

- ☐ Year-Round
- ☒ School Year
- ☐ Summer Only



CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	<u>Year-round</u>	<u>School-Year</u>	<u>Summer Only</u>
Sunday			
Monday		9:00 AM to 1:15 PM	
Tuesday		9:00 AM to 1:15 PM	
Wednesday		9:00 AM to 1:15 PM	
Thursday		9:00 AM to 1:15 PM	
Friday		9:00 AM to 1:15 PM	
Saturday			

Program Population Served:

- ☐ Infant(0-<24 Months)
- ☐ Toddler
- ☒ PreSchool
- ☐ School Age
- ☐ All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			24		24
Summer					0

1. Basic Overview

An unannounced annual visit was made to the Webster City Head Start program on 03-23-26 where I met with Sierra Heitland who became the lead teacher in December of the 24-25 school year. The program is operated as one of several classrooms under YOUR Head Start in Fort Dodge with Michelle Carden as the executive director. Both are well qualified for the positions they hold with extensive experience, formal education, and on-going professional development in early childhood care and education. The program is located in a renovated medical center in Webster City. While it is a multiple use facility the program it is secured from the other businesses that are present. The program provides preschool programming only serving children that are 3-4 years of age. There are 19 children enrolled in the class served by two teachers and a cook. All aspects of the program subject to licensing standards were reviewed.

The general layout of the facilities and classroom programming remain the same as in prior visits. The classroom space is a large open room that has been divided into activity centers through the placement of furniture and play structures. Windows along the exterior walls provide natural light and a view of the outdoors. There are two emergency exits providing secondary egress from the classroom with one opening directly to the outdoor playground area, and the other to an interior hallway both of which opened easily and freely. One issue that was noted is that another business in the building had stored items in the hallway that the emergency exit opens onto which narrows the travel corridor. While the center does not have control over that situation notice was provided to the fire marshal that it may be a fire code issue for that other business. Restroom facilities with child sized toilets and a changing station are located directly off the primary programming space. A second handicapped accessible restroom is located near the entry and office area. Additional sinks are located in the classroom space to facilitate hand washing. There is a laundry room, and additional meeting rooms which are available but not used by the center. Activity centers were arranged so that the children had ample room to move and play without creating any blind areas. The toys and materials present were appropriate to the ages of the children attending the center



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and were in good repair.

2. Identify Observed Strengths of the program

Good interactions were observed on the day of my visit. The center does provide transportation to the center and while an assistant does ride the bus and would have an opportunity to assess children, each child was also greeted upon entry to the center. The class immediately settled into the daily schedule with having breakfast, and then moving to a teacher lead music and movement activity, then group learning. Each teacher spoke with the children using calm and positive tones, and talking about a variety of topics of interest to the children. The center uses a positive behavior support approach of routines, praise, rewards, and redirection. Ratio and supervision was maintained with teachers being present in all areas where children were, and the cook being able to step in to provide additional support as needed.

Good health and safety practices were observed on the day of my visit. Each child was directed to wash their hands upon arrival, and the teachers did ensure that the children washed them effectively sending some back to rewash who had not used soap, or worked the soap into a lather. The center has a first aid kit which was labeled and was taken when transporting children on the bus. The first aid did have supplies to address most common first aid needs, but some elements should be replenished. Good cleaning practices were observed on the day of my visit with the tables being sanitized before and after meal service when the children were out of the immediate area.

The program has a kitchen and meals and snacks are prepared on site. A copy of the planned menu is maintained and posted on a parent notice board. The menu does identify a good variety of nutritious meal options. As noted breakfast was served during the time of the visit and consisted of peaches, chex-mix, and milk. Good food handling and storage practices were observed on the day of my visit. Meals are brought to the tables in covered dishes where they are served family style in the classroom with the teachers eating at the tables with the children. Measured scoops were provided to help ensure the children received a full serving.

The center playground space also remains the same as identified in prior reports. The playground is fully enclosed by fencing which was in good repair. A pre-school age climbing structure, and other play equipment was present which were also observed to be in good repair. The center uses an AstroTurf product over loose fill for fall surfacing. There is also a paved area, and grassy area where children can play. Shade is provided by the building, and awnings.

In reviewing administrative records all required notices for No Smoking, Consultant Contact, License Certificate, and Mandatory Abuse Reporting were posted in an area readily accessible and visible to parents. Other required notices for emergency evacuation, emergency numbers, handwashing, daily schedule, curriculum, and menu were also present. Child files were reviewed and all contained all required information. Staff files are maintained at the YOUR Head Start central office and are reviewed for all centers in a separate visit annually and any issues identified are addressed at that time. Inspection logs and certificates were current and available. The program uses a combination of parent handbooks from the Webster City School District, and Head Start National Policies which have been reviewed and contain all required written policies.

3. Identify the aspects that fall below the standard

None Cited

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

NA

5. Special Notes/Recommendations

A full license is recommended at this time. Please provide a written response to the licensing consultant identifying a plan of action to correct and maintain those aspects cited as not meeting licensing standards and identifying an anticipated date of compliance. At least one visit will be made to the center during the next year.



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Date: 04/02/2026

HHS Licensing Consultant: Ray Salsbury

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>**.