Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Westview Church Preschool

Provider No.: 28413

Address: 1155 SE Boone DR, Waukee, IA, 50263

County: Dallas

Director's Name: Michelle Madden

On-Site Supervisor: Amy Friedel

Phone Number: 5153408009

E-Mail: michelle@westview.org

HHS Visit Date: 03/23/2026

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

Fire Inspection:

Date Inspected: 10/06/2025

Comments: Waukee Fire Marshal. For licensing requirements, these inspections are due at least every three years.

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 1

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		9:00 AM to 12:00 PM	
Tuesday		9:00 AM to 12:00 PM	
Wednesday		9:00 AM to 12:00 PM	
Thursday		9:00 AM to 12:00 PM	
Friday		12:00 PM to 12:00 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	0	0	70	0	70
Summer					0

1. Basic Overview

An off-year inspection was conducted on 3/23/26. The director was present throughout this visit.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Westview Church Preschool is located in the Westview Church in Waukee, IA. The preschool opened for business in 2000 under HHS supervision. The preschool utilizes two classrooms on the main level of the church. Room 106 and room 104 are combined now and have a capacity of 49 (they are opened up by a partition. Room 106 by itself has a capacity of 25 and room 104 a capacity of 24). Room 100 has a capacity of 21. A Waukee medical clinic as well as the Waukee Food Pantry are also housed in the church, but on the lower level.

The preschool serves children ages three to five years of age and children attend half-days during the week. Classes vary depending on children's ages. There are only morning classes this year. Classes are only during the school year from September. (after Labor Day) until mid/end-May. Children have to be toilet trained to attend. The preschool uses the Creative Learning Curriculum and the Handwriting Without Tears Learning Curriculum. Child enrollment on the day of the inspection was 48 children.

The preschool is overseen by a Board that consists of church members and parents. The director as of 6/2023 is Michelle Madden. Michelle has a BA degree in Elementary Education. Michelle also has past experience working in child care which includes being the director at a different program. Amy Friedel is the on-site supervisor. Amy meets the

qualifications for on-site supervisor.

During the inspection, in the four/five year old classroom, children had just washed their hands and then were sitting down for snack. Children stated they always wash their hands before snack. Children then transitioned to free-choice play at the different learning stations after eating. In the three year old classroom, children were cleaning up their learning station areas as a song about clean up was playing in the background. Children questioned gave specific answers as to where they relocate to for monthly fire and tornado drills. Toys, tables, and other equipment are being cleaned and sanitized daily.

NUTRITION: The center serves children a snack each day. The center uses a church kitchen off of the four/five year old classroom. The weekly food menu is posted in this kitchen area and also provided to parents on the center app they use. All refrigerated, frozen, and dry food storage was sufficient. Children eat meals in their classrooms at the child-size tables and chairs.

TRANSPORTATION/FIELD TRIPS: The program takes field trips, but parents are responsible for getting their children to the field trip destination and picking their child up afterwards. The program also invites agencies to visit to put on presentations for children.

PLAYGROUND: The center uses an open green space outside for outdoor playground activities. The center also uses the large fellowship hall for large motor activities. Monthly playground inspections are being conducted.

2. Identify Observed Strengths of the program

The preschool continues to have several long-term employees. Staff work well with one another.

The preschool has a good working relationship with the church.

The entrance is locked during the hours of preschool.

The preschool participates in IQ4K which is a voluntary program based on best practice.

A classroom weekly newsletter as well as a yearly activity calendar is sent out to parents and this includes the weekly snack calendar (all primarily through the preschool website). If a parent/guardian requests, this information is also available by hard copy. The director also sends out monthly newsletters to parents and staff. The program also uses the electronic app, Dojo. Parent teacher conferences are also held.

The program has a website.

Weekly to monthly staff meetings are held. Quarterly Board meetings are held that the director participates in.

Good staff/child interactions were again observed during the visit.

Children are eligible for free hearing, dental, and vision screenings.

The director is organized.

The center received 100% on their last immunization audit from 1/2026.

3. Identify the aspects that fall below the standard

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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.
April 2025 and May 2025 fire and tornado drills weren't documented.

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

N/A.

5. Special Notes/Recommendations

Radon testing was last conducted 2/20/26 - 2/23/26. All classrooms came back with radon levels below the 4.0 cutoff. Because levels were below 4.0, the center can move to testing for radon at least every five years now. So long as radon levels remain below 4.0, they can remain on a five year plan. If at the next testing, levels in any classroom come back 4.0 or higher, the center will have to have a mitigation plan, retest, and at least temporarily move back to testing every two years.

The annual furnace inspection was last completed 8/18/25.

The program uses a large, open grassy area for outdoor play as well as the open worship center area when weather does not permit outdoor play.

I-Power was discussed at the visit. Staff should continue to upload their training certificates and hours into their profiles.

The program plans to add a two year old class for the 2026 - 2027 school year.

The Emergency Preparedness kit should be stored in an area that is easily accessible and not be stored about other equipment.

When addressing difficult child behaviors, the center focuses on children's positive behaviors and acknowledging them when children are misbehaving. The center staff focus on the importance of good communication with each other, the children, and the children's parents. There are also conferences and parent surveys the center utilizes.

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Date: 03/24/2026

HHS Licensing Consultant: Nate Knepper

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**.