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

Name of Center: West Branch Community ELC-Kids Club **Enrollment:** 46 **License ID No. (Reapplications)** 21214

Street: 225 North Maple Street **City:** West Branch Iowa **Zip** 52358 **County:** Cedar

Mailing Address: 400 W Orange St, West Branch, IA, 52358

Director's Name: Lisa Moore **Phone Number:** 319-643-7447

On-Site Supervisor(s): Makayla Casper **E-Mail:** lmoore@west-branch.k12.ia.us

Date(s) of Visit: 08-06-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 04-28-2023

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

Date Inspected: 07-18-2023

Comments : Does Comply.

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

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: Infants (0-23 mo.) 2 Years 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				60	60
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2025 to 03-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Brown **Date:** 08-06-2025

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Administrative Change:

On 5/26/2025 the West Branch Community ELC-Kids Club 21214 moved from the Elementary School to the Middle School. This was done without notifying HHS Licensing Consultant. HHS was notified on 7/17/2025. The center has submitted a new fire inspection and floor plans.

This worker arrived at WEST BRANCH COMMUNITY ELC-KIDS CLUB - 21214 for an annual visit on 1/29/2025. The fire inspection was completed on 7/18/2023. The center is non-profit and overseen by a board of directors. The center is located in the West Branch Elementary School. The center uses the multipurpose room, gym and a storage closet. The center provides before school care, after school care, no school days and summer break . The hours of operation are 7:00am to 6:00pm. The center provides care for school aged children. The center's current enrollment is 46.

The director is Lisa Moore. She started in 1/2023. She has an associate degree in early childhood education.

The onsite supervisor is Makayla Casper. She started in 2/2023.

This worker observed all programming space in the center and outdoor area to ensure that the environment was safe, sanitary and hazard free. This worker observed the children and staff outside playing.

Health and safety practices were also reviewed including handwashing, medication management, appropriate cleaning/sanitizing/disinfecting, excluding ill children/staff, incident reports, and first aid kits.

Nutritional practices and food safety were observed. The center is on the CACFP. The center offers afternoon snack. Parents provide sack lunches on no school days and for summer break.

This worker reviewed required postings. This worker checked staff files and child files. The licensing notebook including emergency drills, first aid supplies, playground checklist, radon testing, HVAC testing and policies were reviewed.

The center does communicate with parents via: Procare. The curriculum is teacher created.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

-The center accepts Child Care Assistance.
-The center offers before/after school care, no school days and summer programming.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center remain in Full licensing status. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period. As a director, on-site supervisor, or child care staff it is vital that you know and understand all licensing standards and procedures. The licensing regulation checklist can be found by visiting: https://iowaccrr.org/resources/files/BGP/71%20Licensing_Chklist_3940.pdf This worker will conduct at least one unannounced visit each year. This worker encourages you to establish a working relationship with your local Child Care Resource Consultant (CCR&R) and your local Child Care Nurse Consultant (CCNC).

Child Care Resource & Referral (CCR&R) provides professional development and consultation services that support the child care business's ability to achieve and maintain regulatory status in good standing and work to achieve and maintain performance at higher quality levels in Iowa's Quality Rating and Improvement. To find your center's CCR&R consultant visit: https://iowaccrr.org/staff/region_5/ Healthy Child Care Iowa is a statewide publicly funded program to improve the health and safety of children while they are enrolled in child care and early education settings.

Child care nurse consultants are registered nurses who provide consultation, training, and technical assistance on health and safety policies, health programs, health of personnel, and specific child health or safety issues. To find your center's CCNC consultant visit: https://hhs.iowa.gov/programs/programsand-services/child-care/hcci

Please do not hesitate to contact me if you have any questions or concerns. I can be reached at 515-631-8846 or heidi.brown@hhs.iowa.gov

*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.