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

Name of Center: Westlakes KinderCare **Enrollment:** 85 **License ID No. (Reapplications)** 27840

Street: 6670 University AVE **City:** West Des Moines Iowa **Zip** 50266 **County:** Polk

Mailing Address: 6670 University AVE, West Des Moines, IA, 50266

Director's Name: Stacie Cardoza **Phone Number:** 515-221-0718

On-Site Supervisor(s): Shelby Jorgensen **E-Mail:** 301789@klcorp.com

Date(s) of Visit: 10-30-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 12-07-2021

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

Date Inspected: 03-04-2022

Comments : West Des Moines Fire Department

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

Financial Type: X Profit Non-Profit NA

Accredition: Accredited X NAEYC NSACA Other NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age School-Age

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summary Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	36	34	64		134
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 01-01-2022 to 01-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Melinda Larson, Child Care Licensing Consultant **Date:** 12-13-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Westlakes KinderCare is owned by Knowledge Universe Corporation. This center serves children ages six weeks to five years. Amanda Koch is the center's district leader. Stacie Cardoza is the director. Shelby Jorgensen is the on site supervisor. The center has a secured entrance as well as secured doors to get in the classrooms. Families have a code to enter. There is a door bell for others to use to alert the staff that someone is at the center's entrance.

An unannounced visit was completed today. All areas subject to HHS licensing rules were reviewed. Mandatory postings are in place at the center's entrance. Classroom schedules are posted. Classroom lesson plans were available. Each classroom has age appropriate furnishings, toys and learning supplies. Classrooms for older children have defined interest centers.

Stacie and Shelby assisted with today's visit. The infant classroom had four infants present. One staff was working with the infants. The mobile infants had seven infants present. Two staff were working with this class. The toddlers class had eight toddlers present. Two staff were working with in the toddlers class. One 2's classroom had ten children present. There were two staff working with this group. A second 2's class had five children present. One staff was working in this class. A 3's class had fourteen children in attendance. Two staff were working with this group. The PreK (4's) had ten children present. There was one staff working in this classroom. The 4/5's class had ten children in attendance. One staff was working with this group. Children were observed in classrooms today. Staff were observed reading books to children as group activities. Staff were sitting on the floor feeding the infants and toddlers. Staff were also observed assisting children getting ready for naptime.

The center serves morning snack, lunch and afternoon snack. The menus are on a four week rotation. The menus reviewed today showed compliance with CACFP requirements.

The center has an outdoor playground that has fencing. There is rubber tiles, grass and concrete for surfacing. The center completes monthly playground checks.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

KinderCare centers are well supported through the corporate office. The center has NAEYC accreditation. The center has a website through their corporate office. Staff pictures are posted in the main foyer and in the classrooms. Lesson plans are individualized for children under twelve months of age. The center has a secured entrance and locked doors at the classrooms.

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

109.6(6)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.
Files missing current state record checks

109.6(6)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.
Files missing current federal record checks

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
Files missing current state and federal record checks

109.9(1)d: 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.
Staff files missing current physicals or physicals completed at time of hire

109.9(2): All files are updated at least annually and when a change occurs.
Children's files missing annual updates

109.10(1)a: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, PA, Chiropractor or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
Children's files were missing current physicals

V. SPECIAL NOTES/RECOMMENDATIONS:

The center has a full license.

Staff and children's files were of concern at the visit. Files reviewed were not complete and administration couldn't find documents needed for staff and children's files.
Stacie and Shelby discussed the need for them to be working in classrooms a lot and their inability to do administrative work. This worker requested a follow up to ensure staff files and children's files were made current. On 11/17/23, an email was received saying staff and children's files had been reviewed and violations had been corrected. Two staff files were waiting for federal record checks but SING checks had been completed. Stacie said she is meeting twice a month with Amanda to review administrative records since the annual visit.

*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 mlarson@dhs.state.ia.us) 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.

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