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

Name of Center: Kids West-Crossroads Elementary **Enrollment:** 70 **License ID No. (Reapplications)** 41573

Street: 1050 50th St **City:** West Des Moines Iowa **Zip** 50266 **County:** Polk

Mailing Address: 3550 Mills Civic Pkwy, West Des Moines, IA, 50265

Director's Name: Ashley Kunz **Phone Number:** 515-633-5018

On-Site Supervisor(s): Melissa Tomlinson **E-Mail:** crkidswest@wdmcs.org kunza@wdmcs.org

Date(s) of Visit: 08-25-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 08-12-2024

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

Date Inspected: 08-04-2024

Comments : West Des Moines Fire Marshal. Licensing requirements are that these inspections be completed at least every three years. The city of West Des Moines typically does annual inspections.

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	0	0	0	150	150
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 10-01-2024 to 10-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Nate Knepper **Date:** 08-26-2025

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An off-year inspection was conducted on 8/25/25. The director and the on-site supervisor were both present for 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.

Kids West Crossroads is a school-age program located within the Crossroads Elementary School in West Des Moines. The center predominately uses the gym, cafeteria, media center (sparingly), and outdoor playground area. The program was given permission to open under HHS supervision (formerly known as DHS) on 8/22/14. Previous to this date, the center was under the Department of Education's supervision. There is a before and after school component as well as a full-day component during the summer and no school days. Before school hours are 6:30am - 8:55am and after school hours are 3:55pm - 6:00pm (with the exception of early out days). Full day programming is 6:30am - 6:00pm.

The center is overseen by a Board and owned by the West Des Moines School District. Ashley Kunz is the director of this program as well as the seven other related programs. Ashley has a Bachelor's degree and has past experience working in child care which includes being an area director of a program with multiple child care locations. Melissa Tomlinson is the on-site supervisor as of 6/2022. Melissa has many years of experience working in child care as well as professional development training.

During the visit, children were primarily observed in the cafeteria. Children were engaged in free-choice play at the different learning stations made available to them. Some children were playing with manipulative toys, some children were playing with blocks, and some children were using dramatic play toys. Staff were spaced out among the cafeteria. One staff was observed cleaning the tables with soap and water and then sanitizer.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The director of the Kids West programs meets/talks with other directors of other western suburb school programs for meeting throughout the year.

The on-site supervisor also has weekly meeting with other Kids West on-site supervisors.

Monthly staff meetings are held at this center between the on-site supervisor and her staff.

Staff pictures are posted near the main parent board.

A nutritionist reviews all meal items. The center provides AM, PM, and lunch for children through their food program.

Staff use walkie-talkies to communicate throughout different areas used by the center.

The center has a good working relationship with other school personnel.

A staff person sits at a "communication desk" checking children into/out of the center and greets parents.

Staff reportedly work well together.

The director and on-site supervisor have many years of experience working in child care.

The director and on-site supervisor believe they have a variety of activities every day for children to participate in.

The director and on-site supervisor believe they have a good group of kids and families they serve.

The Kids West programs have a staff specialist who goes to the different programs throughout the week and assist children who need more one on one care.

All Kids West programs use the electronic app, Eleyo, for increased communication with parents.

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

109.9(1)c: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
One staff file was missing professional development training certificates over the past year. This also couldn't be found in I - Power.

109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
Sept. - Dec. 2024 inspections were not documented.

V. SPECIAL NOTES/RECOMMENDATIONS:

The center is exempt from environmental testing as they are located in a school and only serve school-age children.

The center contracts with the school district for transportation for field trips.

I - Power was discussed at the visit. All staff will need to be uploading their certificates and training hours under their profiles. If any staff are no longer employed at the center, they should be unlinked.

It is again recommended outdoor playground mats be purchased and placed under the swings. This will help preserve wood chip surfacing and depth.

Hand washing signs should be posted by all restroom sinks.

This consultant's most current contact posting was emailed to the director after the visit concluded.

*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.