Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: NEICAC-Waverly Head Start

Provider No.: 22880

Address: 809 4th Street SE, Waverly, IA, 50677

County: Bremer

Director's Name: Sharon Burke

On-Site Supervisor: Marisa Van Note

Phone Number: 3193522228

E-Mail: sburke@neicac.org

HHS Visit Date: 04/09/2026

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

Fire Inspection:

Date Inspected: 08/16/2024

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 2

- [X] Accrediation — Comments: IQ4K-Level 2

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8:15 AM to 2:15 PM	
Tuesday		8:15 AM to 2:15 PM	
Wednesday		8:15 AM to 2:15 PM	
Thursday		8:15 AM to 2:15 PM	
Friday		8:15 AM to 2:15 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	20	0	20
Summer					0

1. Basic Overview

On 04/09/26 I made an unannounced off year licensing visit to NEICAC-Waverly Head Start. I met with Lisa Milder, the program manager. I also met with Marisa Van Note, the on-site supervisor and lead teacher. She has an AA in early childhood education. Ms. Van Note started with Head Start in August 2024. Ms. Van Note was previously a director at a childcare center. Olivia Cain is the assistant in the classroom. Sharon Burke is the director of the Early Childhood Programs operated by Northeast Iowa Community Action Corporation. She is in the administration office in Decorah. Claire Munson is the family worker.

The program operates in Southeast Elementary. The program operates from 8:15 am until 2:15 pm Monday through Friday. There are currently 12 children enrolled.

The program operates out of one large classroom. An inspection of the room was completed. Windows provide natural lighting. The room is decorated with the children's art projects, and posters to assist the children with the learning process, such as the alphabet and numbers. The children's birthdays were posted. There is an area for circle time.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, listening, woodworking, play dough, writing, math, science/discovery, sensory table and music. Centers were arranged in a manner that allowed easy movement between activities, but it also allowed for clear supervision by staff members. Materials were in good condition. The materials are located at child level, so they are easily accessible to the children.

There is a sink in the room and handwashing procedures were posted. There is a bathroom in the classroom with one toilet

and one sink. There are additional bathrooms in the school. There is also a bathroom in the attached classroom that the Head Start uses for storage and the teachers' office with one toilet and one sink. Handwashing procedures were posted in both locations. The children use cots to nap.

The center participates in the Child and Adult Care Food Program (CACFP). The children receive breakfast, lunch, and afternoon snack. The Waverly Community School provides breakfast and lunch. Head Start provides the snack. Breakfast and lunch are served on trays in the school cafeteria. Family style is used for the snack. The dishes are returned to the kitchen to be washed. Snack menus are prepared by a Head Start dietician at the beginning of each school year. The school district provides the breakfast and lunch menu. Menus were posted. Allergies were also confidentially posted.

There is a refrigerator in the storage classroom. The refrigerator and freezer had thermometers. Most food items were stored according to NHSPS guidelines. There was cereal that was rolled up in the box. All food items must be stored in a sealed plastic, metal or glass container once they are opened. There was not a pattern of disregard so this will not be cited.

The program is using SaniDate Hard Surface Sanitizer to sanitize the food tables. Oxivir Tb is used to sanitize toys and classroom materials. Each product has a one-minute dwell time.

The program uses the Creative Curriculum, Handwriting Without Tears, Heggerty Phonemic Awareness, Second Step, Mighty Minutes, and Jolly Phonics to prepare lesson plans. GOLD assessments are completed on each child. They complete ASQ assessments on all children and the Brigance Screening tool is used. Activities are based on studies. The length of the study depends on the topic and the children's interest level. There is also a weekly nutrition activity for the children. The program uses Healthy Kids and participates in the Farm to Early Care and Education program (F2ECE). Monthly newsletters are provided to parents to inform them of studies, activities and special dates. There is an Epson projector in the room.

Head Start uses the Positive Behavior Intervention Supports (PBIS) program in their classroom. They implement a new PBIS topic each month in the classroom and information is sent home to parents so they can utilize the tools at home as well. The program is also using solution kits in the classroom. This allows staff members to use flash cards with visual choices so children can try to solve their own problems. The program partners with Central Rivers AEA to provide services to children with identified needs. The children receive hearing, vision and dental screenings.

There is a phone with emergency numbers and the program's address and phone number posted in the classroom. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program door. A daily schedule was posted, and a lesson plan was available for review.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. The program also conducts monthly intruder drills. Playground inspections are electronically documented. The radon test was completed in September 2024 and is good for five years. Results were within EPA guidelines. The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site and is in the hallway outside of the classroom. Outlets were protected. The fire marshal inspection occurred on 08/16/24.

The parent information is located on a bulletin board outside the classroom. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign was posted at the entrance.

2. Identify Observed Strengths of the program

Staff members were fantastic with the children. They provided the children with clear and easy to understand directions. They provide the children with a relaxing atmosphere. They were flexible with their schedule and they allowed the children to try things on their own and then they offered to help. They were patient and used positive redirection when necessary. I observed them show the children PBIS visual cue cards to redirect behaviors. They sat with the children during breakfast and maintained positive conversation with them. During transitions they kept the children occupied. They provided good handwashing reminders and assisted them when necessary. They moved to the carpet and went over the message board. Ms. Van Note went over a Second Step lesson. I observed children go to the staff members for hugs. The children appeared to enjoy their time at the program and staff members had great interaction with the children and great teamwork.

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Ms. Milder states the staff members work well together.

Ms. Milder states the staff members have great relationships with the parents and great connections with the children.

Ms. Milder states they have good participation from parents for food celebrations and family meetings.

The program is in a secure building and there is a camera in the room.

The program has an IQ4K level of 2 that expires on 09/30/27.

Ms. Van Note has an attached classroom for storage and this area can also be used when agencies, such as AEA, come to work with children.

The Head Start receives good administrative support.

The program has two home visits with families and offers two additional conferences to the families.

Head Start provides an individualized plan for children so that each child has all their needs met. They also provide resources and services to the families of the children.

3. Identify the aspects that fall below the standard

N/A

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

N/A

5. Special Notes/Recommendations

A full license is issued for the remainder of the licensing period. All HHS licensing standards and procedures must be maintained during the renewal period.

An administrative change is being made to change the schedule to “School-Year” and the hours to 8:15 am until 2:15 pm.

Targeted Assessment: Behavior Management:
I discussed with Lisa Milder, the program manager, the oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance. Ms. Milder states that Head Start is good at on-boarding new staff members. They have PBIS training right away. The management team and staff members are good at modeling expectations and management goes over expectations. Ms. Milder states every year they go over PBIS and expectations before school starts. They use a team approach and coaching. Ms. Milder states she monitors staff members by making site visits and there are cameras in the rooms. Ms. Milder states management is good at being “hands on deck”. They re-enforce their skills. Staff members will tap out or she will ask a staff member if they want to tap out. She states they have an “eyes on” approach and lots of communication.

Date: 04/27/2026

HHS Licensing Consultant: Becky Frost

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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**.