Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Shepherd's Flock Early Learning Center

Provider No.: 28344

Address: 3900 Ashworth Rd, West Des Moines, IA, 50265

County: Polk

Director's Name: Diane Hensley

On-Site Supervisor: N/A

Phone Number: 5152251952

E-Mail: diane@sotv-wdm.org

HHS Visit Date: 10/05/2026

Licensing Period: 11/01/2026 to 11/01/2028

Fire Inspection:

Date Inspected: 03/19/2026

Comments: West Des Moines Fire Marshal. For licensing, these inspections are due at least every three years. The City of West Des Moines Fire Marshals typically do annual inspections.

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8:30 AM to 3:45 PM	
Tuesday		8:30 AM to 3:45 PM	
Wednesday		8:30 AM to 3:45 PM	
Thursday		8:30 AM to 3:45 PM	
Friday		8:30 AM to 3:45 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	66	0	66
Summer					0

1. Basic Overview

A licensing inspection was conducted on 10/6/26. The director was present throughout the inspection.

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.

Shepherd's Flock Early Learning Center is located within the Shepherd of the Valley Lutheran Church in West Des Moines, IA. The program opened in 1992 and serves children three to five years in age using a combination of different learning curriculums which includes Handwriting without Tears, Wilson Fundations, and also a Christian based curriculum. The program is overseen by a Board. Diane Hensley is the director of this program and has been the director since 2007. The preschool operates independently of the church, but has the support of the church.

There are five classrooms total and there are different options parents can choose from based on their child's age for when their child attends the program. Some of the classrooms partner and work in collaboration with each other throughout the day. Classes are 8:30/9:00am - 11:30am and 12:30pm - 3:45pm. Total child enrollment on the day of the inspection was 119 children.

Classroom one: 420 square feet with a loft: Capacity 12
Classroom two: 420 square feet: Capacity 12
Classroom three: 620 square feet with a loft: Capacity 18
Classroom four: 440 square feet: Capacity 13

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Classroom five: 380 square feet with a loft: Capacity 11

NUTRITION: The monthly food calendar is sent home to parents when it is their child's turn to bring in snack for the class. Parents are provided a list of CACFP credible foods to choose from. This is practiced in all classrooms. The center keeps some food on site in the event they need to substitute. The center also provides milk for all snacks. Food storage was sufficient. Children eat in their classrooms at the child-size tables and chairs.

TRANSPORTATION/FIELD TRIPS: The program does not transport. Field trips are not taken. The program will bring in different agencies for presentations to children throughout the school year.

PLAYGROUND: The playground is entirely fenced in and consists of a slide, play houses, swings, sandbox, and some riding toys. No issues were observed with any of the playground equipment. Wood chips are used for surfacing around the fall zones of the slide and swings. There are trees that provide shade. Monthly playground inspections are being conducted.

At the time the inspection took place, the AM classrooms were getting ready to dismiss for the day. Children were observed in group circle time with their staff reviewing the day's activities. Staff then facilitated the good bye song and children were dismissed to their parents. In all classrooms, toys, tables, and other equipment are being cleaned and sanitized daily. Several children questioned gave specific answers as to where they go for monthly fire and tornado drills.

For more challenging child behaviors, the center puts an emphasis on expectations prior to the school year even beginning. All new prospective families are required to take a tour first of the program. The program is consistent and intentional with the expectations of their program. Communication between staff, staff and children, staff and parents is stressed. Staff are also taught to know when they may need a break. The director stated she steps in whenever staff need a break. The center will also use outside resources as needed such as CCR&R.

2. Identify Observed Strengths of the program

The program meets a need in the community. Enrollment remains steady.

All teachers have college degrees related to Education. Many tenured staff are employed at this program. Staff reportedly work well together.

The preschool has a good working relationship with the church.

The preschool has their own website. Monthly newsletters are also sent or given to parents.

Staff pictures and bios are posted by the main entrance.

The program has a lot of storage/classroom resource space.

The programs has a walkie talkie system in place for better communication among staff.

The director has many years' worth of experience working in child care and as a director. The director is organized.

The program has access to the indoor gym when weather doesn't permit outdoor play.

There is a secure entrance into the program.

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

Classrooms were clean and nicely decorated.

3. Identify the aspects that fall below the standard

109.9(1)a: All files contain: Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record check. Copy of a request for child abuse information form, when applicable. Copies of results of Iowa record checks conducted through the SING for review by the department upon request. Copies of national criminal history check results. Any department issued documents sent to the center related to a record check, regardless of findings.
The director has been having issues with her sign in into the center's SING account and will need to contact the Help Desk for assistance in completing a new staff member's SING. This SING result should be sent to this consultant once completed.

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 completed 7/25/22 - 7/29/22. Radon levels in classrooms came back below the 4.0 cutoff. The center has three radon mitigation systems. 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. RADON TESTING IS AGAIN DUE IN 7/2027.

The last HVAC inspection on file was from 10/2/25 so it is again due this month. The director stated she believed this was scheduled for next week.

The carbon monoxide detector is built into the building system.

As mentioned at last year's inspection, the center may want to consider purchasing outdoor playground mats to put at the bottom of the slide and then under the swings. This would help preserve the wood chip depth and surfacing.

All staff appear to have I - Power profiles and are uploading training certificates/hours.

The Sunday School classroom should not store hand sanitizer, first-aid kits, and other unlabeled bottles of liquid (all should be labeled) in lower unlocked cabinets as they are potentially accessible to children.

The current and previous year's inspections, invoices, etc. should be kept. The center can discard older inspections and invoices.

A new, full, two-year license is recommended.

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Date: 10/05/2026

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**.