Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: West Side Kids Inc

Provider No.: 6357

Address: 255 NE Dartmoor DR, Waukee, IA, 50263

County: Dallas

Director's Name: Cindy Vokes

On-Site Supervisor: Erica Shephard and Erin Christianson

Phone Number: 5159780322

E-Mail: westsidekidsinc@aol.com

HHS Visit Date: 05/05/2026

Licensing Period: 06/01/2026 to 06/01/2028

Fire Inspection:

Date Inspected: 11/14/2025

Comments: For licensing requirements, these inspections are due at least every three years. Waukee 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:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:30 AM to 5:30 PM		
Tuesday	6:30 AM to 5:30 PM		
Wednesday	6:30 AM to 5:30 PM		
Thursday	6:30 AM to 5:30 PM		
Friday	6:30 AM to 5:30 PM		
Saturday			

Program Population Served:

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	32	18	36	62	148
Summer					0

1. Basic Overview

A licensing inspection was conducted on 5/5/26. All three owners/director/on-site supervisors were present throughout the majority of 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.

West Side Kids Incorporated opened in July 2005 and they are located in Waukee, IA. The director is Cindy Vokes. The on-site supervisor is Erica Shepherd. The activities director/on-site supervisor is Erin Christianson. These three individuals are also the owners of the center. The center serves children as young as six weeks old and up to 12 years in age. The center utilizes their own learning curriculum based off of several other learning curriculums with children which includes the Creative Learning Curriculum and Handwriting Without Tears Curriculum. There are a total of seven classrooms (which includes the indoor gym). Child enrollment on the day of the inspection was 92 children.

NUTRITION: The center serves children an AM snack, lunch, and a PM snack. Menus are posted for the month. All food items met CACFP requirements. Children eat in their classrooms at the child-size tables and chairs. There is a kitchen where meals are prepared. The owners take turns with cooking. All food storage observed was sufficient.

TRANSPORTATION/FIELD TRIPS: The center owns a mini van and a full-size passenger van. Regular maintenance is performed on both vehicles. School-age children are eligible for field trips. The center also picks up and drops off school-age children to several specific schools within the Waukee School District. For all field trips, a first-aid backpack and

children's emergency contacts are taken along.

PLAYGROUND: The center has two playground areas based on the ages of children. The older child playground area has a large grassy area and a large climbing structure area. Surfacing around the fall zones of this structure were sufficient. The younger child playground has smaller climbing structures with sufficient fall zone surfacing and also a large grassy area. Monthly playground inspections are being conducted. The building and climbing structures provide shade. The center has also recently ordered another shade structure they are waiting to install.

During the inspection, children were observed napping in cribs, being held, playing outside on the playground, engaged in large motor activities (singing and dancing to a record player), and sitting at the child-size tables and chairs getting ready to eat lunch. Children questioned stated they washed their hands before meals. Children and staff also gave specific answers as to where they go for monthly fire and tornado drills. Staff were actively engaged with children and their activities.

For more challenging child behaviors, management stresses with staff to ask for assistance if needed. Management will also step into classrooms frequently. Teamwork between staff members is also stressed.

2. Identify Observed Strengths of the program

The center is family owned. In addition, several staff members have worked at the center for several years now.

There is an Advanced CNA staff member on site part time.

The center utilizes their CCR&R consultant as well as their nurse consultant as needed.

Within the past year, the center has purchased new vans, playground surfacing for the younger child playground, a shade structure, and new cots and sheets.

There is a secure entrance into the main classroom areas. Each family has their own code. Other visitors have to ring a doorbell to gain access. The director's office is also next to the foyer area that individuals/families first enter into.

The entire center is nicely decorated, smelled clean, and looked clean. Staff get a checklist they go over daily in regards to health, cleaning, and safety procedures.

The center has their own website as well as a Facebook page. The center also uses the electronic Brightwheel application.

Good staff/child interactions were observed during the visit.

The center has Spanish lessons for younger children. The center also teaches children sign language. The Waukee library also routinely visits the center.

The center strives to get staff more annual professional development training that required by the State.

There is an incentive/reward program in place to recognize staff achievements/milestones. There is also Teacher Appreciate Week celebrated.

Management believes they have a good staff working for them. The center has a family atmosphere.

Enrollment has increased over the past year.

The center has an outdoor garden and apple trees where they grow their own fruit and veggies and eat what they grow.

The center received a 100% on their last immunization audit from 2/2026. This is the second year in a row they received 100%.

The center celebrated their 20 year anniversary in 2025.

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3. Identify the aspects that fall below the standard

109.7(1): All staff (within first three months of employment):Iowa's training for the mandatory reporting of child abuse. At least one hour of training regarding universal precautions. Certification in First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained. Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute, or MEDIC First Aid or an equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained. Minimum health and safety trainings, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
ONE NEWER STAFF HAS ALL OF THE ABOVE NOW, BUT THEY WERE LATE IN GETTING MANDATORY REPORTER AND ESSENTIALS COMPLETED.

109.9(2)i: 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, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
One child was past due for needing an updated physical.

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 4/21/23 - 4/24/23. All classrooms came back with radon levels below the 4.0 cutoff. 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.

The furnace was replaced in 4/2023 and last inspected/serviced 12/30/25.

I-Power and IQ4K were discussed at the visit. The center has most of their staff in I-Power and it appears training hours are being uploaded. Mandatory Reporter as well as First-Aid/CPR will most likely always have to be manually uploaded by staff into their profiles.

The most current diapering procedures were emailed to the center after the inspection concluded. Other items emailed to the center after the inspection concluded included the Help Desk contact for I - Power (one staff had two profiles), an annual staff form to sign/date when the handbooks were reviewed which includes all emergency procedures, the updated diapering procedures posting, and the CCNC map.

It was noted that the staff refrigerator shelves needed to be wiped clean.

No school-age children were present during the inspection as they were in school, but cleaners in this classroom also always need to be inaccessible to children.

A new, full, two-year license is recommended. The center application and payment was sent in on 4/13/26.

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Date: 05/06/2026

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**.