Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Orchard Hill Church Preschool

Provider No.: 22892

Address: 3900 Orchard Hill Dr, Cedar Falls, IA, 50613

County: Black Hawk

Director's Name: Lexi Blaylock

On-Site Supervisor: Lexi Blaylock

Phone Number: 3192770564

E-Mail: director@orchardhillchurchpreschool.org

HHS Visit Date: 09/17/2025

Licensing Period: 11/01/2024 to 11/01/2026

Fire Inspection:

Date Inspected: 03/13/2024

Comments:

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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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	71	0	71
Summer					0

1. Basic Overview

On 09/17/25 I made an unannounced off year licensing visit to Orchard Hill Preschool in Cedar Falls. I met with Lexi Blaylock, the director. She started with the program in December 2024 and she has a BA in early childhood education. She has previous experience in a childcare center. The program employs five preschool teachers and six childcare staff members.

The Orchard Hill Church Preschool was given permission to open in September 2008. The preschool is a mission of the Orchard Hill Church. The mission is helping children grow in a nurturing environment that promotes a life-long relationship with Jesus. The preschool operates out of two classrooms in the educational wing. The four and five-year-old program is Monday through Friday morning from 9:00 am until 12:00 pm or Monday through Friday afternoon from 12:30-3:30 pm. The program is part of the voluntary statewide preschool program. They are partnering with the Cedar Falls School District. The three and four-year-old program has the option of meeting Monday and Wednesday or Tuesday and Thursday morning from 9:00 am until 12:00 pm. The program also has a childcare classroom for the enrolled preschool children. The childcare program operates Monday through Friday 7:30 am until 5:00pm. There are 57 children enrolled.

An inspection of each classroom was completed. Windows provide natural lighting. The preschool rooms are decorated with the children's art projects, and posters to assist the children with the learning process, such as the alphabet, shapes, colors and numbers. The children's birthdays were posted. There is an area for circle time. Each room also had several pictures of the children and their families. The childcare room is decorated with the children's art projects.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, dramatic play, listening, writing, math, science/discovery, playdough, sensory table, woodworking, 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.

Rachel Marass is the lead teacher for the morning four and five-year-old class. Ms. Blaylock is the lead teacher for the afternoon four and five-year-old class. Stephanie Edgerton is the assistant for Ms. Marass during the morning class. The afternoon class only has nine children and does not require an assistant. Angela Dunkerton is the lead teacher for the three and four-year-old class and Cindy Anderson is her assistant.

The preschool classrooms and the childcare room have two bathrooms with one sink and one toilet each. There is also a child-sized sink and an adult-sized sink in the preschool classrooms. The childcare room has two adult sinks and one child sink. Handwashing procedures were posted in all locations.

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The curriculum is well balanced and incorporates Creative Curriculum and Handwriting Without Tears. The four and five-year-old class uses the Alphatales and ABC Sing-Along Flip Chart to teach letters. They use Number Tales to teach numbers. The three and four-year-old class uses Alphatales for letters. Play and Worship Curriculum is used occasionally for the Christian aspect of the program. The program focuses on a new Bible verse each week. Additionally, they focus on colors and shapes. They also learn a new number and letter each week. Each teacher prepares their own lesson plans and they were available for review. Ms. Marass and Ms. Blaylock complete GOLD assessments on the children and the preschool follows the Iowa QPPS standards. The preschool classes have parent/teacher conferences once each semester.

There were emergency numbers with the program's address and phone number posted in the classrooms and staff members have cell phones. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits throughout the program. A daily schedule was posted for preschool and childcare.

The program uses the Class Dojo app to communicate between parents and teachers.

There was no documentation of monthly fire and tornado drills for the 2024-2025 school year. There was no documentation of monthly playground inspections for the 2024-2025 school year. Fire and tornado drills and playground inspections must occur each month and be documented. Fire and tornado drills should be practiced on separate dates. Ms. Blaylock was not the director last year and stated they just started school this month and she would begin fire and tornado drills and complete playground inspections. I have emailed her the forms.

The radon test was completed in August 2023 for the childcare room and is good for five years. Results were within EPA guidelines. The radon test for the preschool rooms was completed in November 2023. The results were within EPA guidelines.

The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was in each preschool room near the entrance and in the childcare room near the sink. Outlets were protected. The fire marshal inspection occurred on 03/13/24.

The program is not on the Child and Adult Care Food Program (CACFP) but follows the guidelines. The program provides the snacks for the four-year-old class because they are part of the voluntary state grant. The three-year-old preschool parents provide snacks at the beginning of each month and then the preschool chooses and serves snacks to the children. The parents also have the option of paying ten dollars each month in place of bringing snacks and then the preschool purchases the snack. Snacks are documented on a calendar for each preschool class. Snacks were observed to be stored according to NHSPS guidelines. There is a refrigerator in both rooms. Thermometers were present but the thermometer in the four and five year old room is not working and must be replaced. Snack menus and allergies were posted. Disposable products are used so dishwashing is not necessary.

For the childcare program the center provides breakfast, lunch and a morning and afternoon snack. The center receives lunch from the Waterloo School System. Ms. Blaylock must pick lunch up and it is kept in a warmer in the childcare room. Parents also have the option of bringing a lunch from home. Family style is not used. Dishes are washed in the dishwasher in a room near the office. The childcare room has a lunch menu but does not have any breakfast or snack menus. They must have menus for breakfast, morning and afternoon snacks. Menus should be maintained and available for review during licensing visits so I can ensure CACFP guidelines are followed. This was cited in last year's report also. There is a refrigerator in the childcare room. No thermometers were present. You must place thermometers in the refrigerator and freezer.

There is a refrigerator in the storage room next to the office. No thermometers were present. You must place thermometers in the refrigerator and freezer. Food items were stored according to NHSPS guidelines.

The center uses bleach and water to sanitize the food tables. Bleach bottles were clearly labeled.

The childcare room uses mats to nap. The mats are stored so they touch one another but they are sanitized after every use.

The parent information is located on a bulletin board outside of the preschool rooms. 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. The poster with my information is outdated. I have emailed Ms. Blaylock an updated poster that has my new email address and the new website for HHS.

There is an outdoor play area for the children at the church. The area is fenced in. There is climbing equipment with a slide. There is a tunnel in the area, two rocking toys, a balance beam and two benches. Rubber mulch is used for surface cushioning. Trees provide shade. The preschool also has the use of the church gym for large motor activities when they are unable to go outside.

I discussed staff files. Ms. Blaylock states she does not know how to do record checks and does have staff members who have started who have not had Iowa background checks (SING) or had fingerprints mailed in. I have provided her with the record check information. This must be corrected immediately. If you do not know your SING account number or password you should contact them to get the account number and learn how to change the password.

2. Identify Observed Strengths of the program

The staff members in the three-year-old preschool classroom have worked together for a long time and have a great routine and working relationship. They know their roles in the classroom and complete tasks without being asked. The children were on the playground when I arrived in the room but when they returned, they had circle time. The class is working on shapes and colors this week and all the children were wearing yellow. In the four-year-old room they were just completing circle time and they moved to free play. Staff members moved around the space to talk with the children and encouraged them to use their imaginations. I observed staff members talk with the children about sharing and they used positive redirection when necessary. I observed staff members give “high fives” and use play to talk with the children about colors. In the child care room, the children finished breakfast and then went to the rug where they were read a book. The staff member was expressive while reading and included each child in the story. The staff member picked a color and the children had to identify something of that color in the room. The children then did a worksheet on the letter “A”. All the rooms had amazing interaction with the children and the children appeared to enjoy their time at the program.

Ms. Blaylock states the staff members have a good working relationship. If they have a problem, they come together to discuss it.

Ms. Blaylock states they have a family environment and staff members step up when and where they are needed.

The program has an experienced teaching team in the three year old preschool class.

The program partners with the Cedar Falls school district to provide the voluntary statewide four-year-old preschool program. They offer a morning and afternoon class.

The program has a childcare component to their program. Children enrolled in the preschool classes can also receive childcare.

Ms. Blaylock has been working with CCR&R since becoming the director.

The program is a ministry of the church and it is Christian based.

The program offers parent-teacher conferences once each semester.

3. Identify the aspects that fall below the standard

109.9(1): Personal Records
Ms. Blaylock states she does not know how to do record checks and does have staff members who have started who have not had Iowa background checks (SING) or had fingerprints mailed in. I have provided her with the record check information. This must be corrected immediately. If you do not know your SING account number or password you should contact them to get the account number and learn how to change the password.

109.10(13)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.

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There was no documentation of monthly fire and tornado drills for the 2024-2025 school year. Fire and tornado drills must occur each month and be documented. Fire and tornado drills should be practiced on separate dates. Ms. Blaylock was not the director last year and stated they just started school this month and she would begin fire and tornado drills. I have emailed her the form.

109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
There was no documentation of monthly playground inspections for the 2024-2025 school year. Playground inspections must occur each month and be documented. Ms. Blaylock was not the director last year and stated they just started school this month and she would begin completing playground inspections. I have emailed her the form.

109.13(1 and 2): Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines.Staff shall provide supervision at table during snacks and meals.Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep.Menus shall be made available to parents and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.
The childcare room has a lunch menu but does not have any breakfast or snack menus. They must have menus for breakfast, morning and afternoon snacks. Menus should be maintained and available for review during licensing visits so I can ensure CACFP guidelines are followed. This was cited in last year's report also.

109.13(5)a: Sufficient refrigeration appropriate to perishable food is provided.
The thermometer in the four and five year old room is not working and must be replaced. There is a refrigerator in the childcare room. No thermometers were present. You must place thermometers in the refrigerator and freezer. There is a refrigerator in the storage room next to the office. No thermometers were present. You must place thermometers in the refrigerator and freezer.

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 DHS licensing standards and procedures must be maintained during the renewal period.

I met with Ms. Blaylock following my observations in the rooms. We discussed items that need to be corrected. In looking over paper work, there were no fire or tornado drills and no playground inspections completed last year. This was under an interim director who is no longer with the program. Ms. Blaylock states no one told her these had to be completed but they just started school this month and she will make sure monthly drills and playground inspections are completed.

I have concerns that Ms. Blaylock has not completed record checks on new staff. I have emailed her the information and this must be corrected immediately. I would recommend you contact CCR&R to learn how to use the SING system.

I believe Ms. Blaylock was thrown into the director's position without any training or without a mentor in the previous director. I would recommend Ms. Blaylock take either the NAC training or the director training through Hawkeye Community College.

An administrative change is being made to name Lexi Blaylock as the new director.

Date: 09/18/2025

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**.