Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Legacy Littles Christian Early Learning Center

Provider No.: 50781

Address: 620 W 5th ST, Waterloo, IA, 50702

County: Black Hawk

Director's Name: Chassidi Martin

On-Site Supervisor: Chassidi Martin

Phone Number: 3195951097

E-Mail: chassidi@rlcawaterloo.org

HHS Visit Date: 08/06/2026

Licensing Period: 09/01/2026 to 09/01/2028

Fire Inspection:

Date Inspected: 10/18/2024

Comments:

Report Visit Type:

- [ ] PTO
- [ ] Licensing Visit
- [ ] Drop In
- [X] 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 6:00 PM		
Tuesday	6:30 AM to 6:00 PM		
Wednesday	6:30 AM to 6:00 PM		
Thursday	6:30 AM to 6:00 PM		
Friday	6:30 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General		15	20	11	46
Summer					0

1. Basic Overview

On 08/06/26 I made an unannounced licensing visit to Legacy Littles Christian Early Learning Center in Waterloo. I met with Cole Van Wey, the director. He started at the program in May 2024 and he became the director in February 2025. He has a degree in an unrelated field, emergency management. He has taken part in the NAC training. Chassidi Martin is the on-site supervisor. Ms. Martin has a BA in Marketing Communication with an emphasis on Public Relations. The program employs two staff members (Laniya Keys and Shalaya Keys) plus Mr. Van Wey and Ms. Martin in administration.

The program is in the Royal Legacy Christian Academy. The program was given permission to open on 08/03/20. It operates Monday through Friday from 7:00 am until 6:00 pm and serves children who are two and one-half years old through school-aged children. There are currently 12 children enrolled. The program has a preschool class that meets 9:00 am until noon Monday through Friday.

The program operates out of two rooms. One room is intended for two and three year-old children and the second room is for preschool. An inspection of the rooms was completed. There are small windows in the classrooms, but artificial lighting is mostly used. They use the gym for gross motor play and school age children.

I was informed that during the summer, the program has been combining children ages 2 though school age in the same classroom and this is not allowed per licensing standards. Staff Ratios, 109.8(2) reads:

a. Combinations of age groupings for children four years of age and older may be allowed and may have staff ratio determined by the age of the majority of the children in the group.
b. Combinations of age groupings for children three, four, and five years of age may be allowed with a ratio of one staff

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member to every 12 children.
c. Children between 18 months and three years of age may be combined, if appropriate to the developmental needs of the child. If a child under two years of age is in a combined age group, the staff ratio of one to seven will be maintained. Otherwise, staff ratio may be determined by the age of the majority of the children in the group.

To follow licensing standards, you cannot combine all the children in one classroom.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art/crafts, dramatic play, literacy, math, magnets, playdough, 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.

The center uses ABC Jesus Loves Me Curriculum for lesson plans. They also use Big Book of Bible Story Art Activities. The curriculum is Christian based. Assessments are completed on the children that follow the Iowa Early Learning Standards. Lesson plans must be prepared and available for review in each room throughout the year. There was not a lesson plan the day of my visit.

There are two bathrooms in the gym. The girl's bathroom has three toilets and one sink and the boy's bathroom has two urinals, two toilets and one sink. Handwashing procedures were posted in both locations. There is a diaper changing table in the classroom. You must remove the diaper changing table from the room and place the diaper changing table in the bathroom so that you have direct access to the sink. Children's hands must be washed immediately following a diaper change and there are not any sinks in the classrooms. Laniya states that currently all the children are potty trained.

The program uses bleach to sanitize food tables and disinfect the changing table.

Please remember, changing tables must be cleaned with soap and water prior to putting the disinfectant (bleach) on the table. The disinfectant must sit on the table for the required dwelling time prior to doing the next diaper change. There are currently no diaper changes, but this may change once school starts.

The program uses a cell phone and emergency numbers with the center's address and phone number were posted on the parent board. Emergency fire and tornado procedures and an evacuation diagram were posted by the program doors and outdoor exits. A daily schedule was posted. The center communicates through walkie talks with one another.

The program is using cots to nap.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. They have a concreate space they use and have a shed of toys. They do not have any climbing equipment. They also use a park down the street at the House of Hope. Mr. Van Wey completes the playground inspections on the House of Hope space.

The radon test was completed in October 2023 in the prior program space. Results were within EPA guidelines. You must complete radon testing in the two new program spaces.

The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site near the boiler. Outlets were covered. The fire marshal inspection occurred on 10/18/24.

The program does not participate in the Child and Adult Care Food Program (CACFP) but you must follow the guidelines. As a school they participate in the National Food Program and they are reimbursed. The program provides lunch and a morning and afternoon snack. Mr. Van Wey states children have not been arriving early enough to serve breakfast.

During the summer months, the children bring lunch from home. You must monitor lunches brought from home for the children who are not in kindergarten and above. If the parents are not providing all five components the program must supplement the meals so they meet the CACFP standards.

During the school year the program receives lunch from the Waterloo School System. They deliver lunch to the program.

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The center provides both snacks. The program uses disposable products for everything. They do not use family style. The program receives lunch menus from the school during the school year. The program did not have any snack menus available to review. Snack menus must be kept and available for review during licensing visits.

All meals are eaten in the classrooms. Food items were stored according to NHSPS guidelines. There is a refrigerator in the office. A thermometer was present.

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

The gym is a large space. There is a castle slide in the gym and a second slide in the gym. They have a fall height greater than eighteen inches and require fall surfacing under them. There is a small mat in the gym at the base of one of the slides. The mat is in poor condition with several tears. This mat must be replaced and it must be big enough to fit both slides on top of the mat. The mat is not intended to be at the end of the slide but under the mat where the fall height is the greatest.

Staff and children's files were reviewed at the time of the licensing visit. I reviewed four children's files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor's and dentist's name, phone number and complete street address must be provided. The form being used does not have a space to document the addresses and this is required. Two files did not provide adequate medical emergency contact information and three files did not provide adequate dental emergency contact information. There were three outdated physicals. One immunization certificate was on an invalid form. It must be on the Iowa Department of Health and Human Services immunization certificate.

I reviewed two staff files. One staff member had a hit on their background check and there was no documentation in the file showing she has permission to work in childcare. I know she has previously been approved but documentation is required in the file. One staff member did not have an Iowa background check (SING). I reviewed files and I-Power. One staff member did not have a physical. Both staff members have been employed over 90 days and there was no documentation for first aid or CPR training. One staff member had an outdated mandatory reporter training. One staff member had documentation of dependent adult training, but not child mandatory reporter, which is what is required. One staff member did not have any documentation for on-going training.

Staff files must be brought up to date immediately. They must both take first aid and CPR training if they have not. If they have taken it, they must provide documentation. Background checks must be corrected and mandatory reporter training must be updated. The staff member must get a physical. The staff member with no ongoing training will have to take 12 hours of training this year.

I reviewed policy and procedures and the staff and parent handbooks. The professional development policy must specifically state that the mandated trainings (first aid, CPR, mandatory reporter, universal precautions, and Essentials) must be completed within 90 days of hire. There is no written policy on staff orientation regarding the center's policies and licensing standards. The injury policy must have a statement specifically saying the injury report is provided to the parent "the day of the incident". The handbook did not have a policy stating parents have unlimited access to their child.

Emergency Preparedness Plans have been completed.

2. Identify Observed Strengths of the program

This program only has two staff members and Mr. Van Wey. Laniya was the staff member present during my visit. She had the children in the gym. She allowed the children to run and play and explore. There is a table in the gym that has paper on it for the children to color. Laniya has good knowledge of child development and has good ideas for fun activities. She moved around the space to provide careful supervision. Positive redirection was used when necessary. Mr. Van Wey was present and visited the children in the gym.

Mr. Van Wey states the two staff members that work in the room are good workers and valuable to the program.

Mr. Van Wey states they provide flexibility to parents.

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Mr. Van Wey states they have a good group of parents and children.

The program is in a secure building. There are cameras in the two classrooms and the gym.

The program uses the Playground app to communicate with parents.

3. Identify the aspects that fall below the standard

109.4(1)c: Written plan developed for staff orientation regarding center's policies and licensing regulations. Orientation is in accordance with center's staff orientation plan.

109.5: Written policy notifying parents of unlimited access provisions.

109.7(2): Center directors and all staff have the required contact hours of training.

109.8(2): Ratio maintained in center as required:Brief absence of staff person permitted for 5 or less minutes when another staff person is presentAt least one staff is present in every room where children are resting.If ratio reduced to one staff per room during nap time, does not exceed one hour and ratio in center is still maintained.Ratio in infant rooms is always maintained.When more than eight children are present on the licensed premises, at least two staff members shall be present.For a period of two hours or less at the beginning and end of the center's hours of operation, one staff member may care for eight or fewer children, provided no more than four of the children are under two years of age and there are no more than eight children in the center.Ratio exceeded for school-age children when school classes unexpectedly start late, are dismissed early, or cancelled. For no more than four hours, care is limited to children already in the program and licensed capacity is not exceeded.

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 checkCopy 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.

109.9(1)b: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.

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.

109.9(2)d: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.

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.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.

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.

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

Staff files must be brought up to date immediately. They must both take first aid and CPR training if they have not. If they have taken it, they must provide documentation. Background checks must be corrected and mandatory reporter training must be updated. The staff member must get a physical. The staff member with no ongoing training will have to take 12 hours of training this year.

Targeted Assessment: Behavior Management:
I discussed with Mr. Van Wey his oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance. Mr. Van Wey states staff members know they can bring children to him in the office and they can stay with him until they calm down. Mr. Van Wey worked with children who had behavior management problems in a school prior to working here so he has many tools he can use. He states he can hear if children or staff members were to raise their voices. He states he addresses how to handle behaviors in orientation or during trainings.

Mr. Van Wey states he monitors the situation by visiting the rooms and the gym. He states behaviors seem to happen in the gym more than in the classroom. He states staff members will also text him if they need help or they bring the child to the office. He also has the ability to review cameras if necessary.

An administrative change is being made to name Chassidi Martin as the director of this program beginning on 09/01/26. Cole Van Wey is no longer with the program.

Date: 09/01/2026

HHS Licensing Consultant: Becky Frost

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**.