Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: St Edwards Before & After School

Provider No.: 22663

Address: 139 E Mitchell AVE, Waterloo, IA, 50702

County: Black Hawk

Director's Name: Trebion Smith

On-Site Supervisor: Becky Bedard & Kaylee Holthaus

Phone Number: 3192366131

E-Mail: tsmith@cvcatholic.org

HHS Visit Date: 10/02/2025

Licensing Period: 11/01/2025 to 11/01/2027

Fire Inspection:

Date Inspected: 09/11/2024

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

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	0	75	75
Summer					0

1. Basic Overview

On 10/02/25 I made an unannounced licensing visit to St. Edwards Before and After School program in Waterloo. I met with Becky Bedard, the on-site supervisor. Ms. Bedard woks in the afternoons. Ms. Bedard has been employed by CVCS Early Childhood Program since September 2020 as a childcare teacher. She started at the St. Edward's program in August 2024. I also met with Kaylee Holthaus, an on-site supervisor who works in the morning and afternoon. Trebion Smith is the director of the program. Ms. Smith has a BS in child development and an MS in Organizational Management. She has previous experience in a childcare center. She started with the program as the director on 10/13/25. She obtained her National Administrator Credential (NAC). There are six staff members employed by the program.

The program operates Monday through Friday from 6:30 until 8:30 am and 3:45 pm until 5:30 pm during the school year. They operate from 6:30 am until 5:30 pm on no school days. They do not operate during the summer months. It serves only school-aged children. The program is in St. Edward's Catholic Elementary School. The program moved into the school during the 2020-2021 school year. There are currently 70 children enrolled.

The program operates out of two rooms and has use of the gym and cafeteria. An inspection of each room/space was completed. Windows provide natural lighting. I visited the program during the afternoon hours. The program was within ratio during my visit.

The centers observed on the day of the licensing visit include library, Lego/blocks, table toys, games, puzzles, transportation, art, writing, math, science/discovery and music and movement. 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. When children are in the gym, staff members must position themselves so they can supervise the children going into the classroom to get centers.

The program uses the Brightwheel app to communicate with parents and to sign children in and out of the program. Staff members also use the app to communicate with one another.

There was a phone with emergency numbers in each room. Emergency fire and tornado procedures and evacuation diagrams were posted near the main program doors and outdoor exits in the classrooms and gym. The emergency diagram must be posted near both exits in the cafeteria. This was cited in last year's report. A daily schedule must be posted. There is a daily schedule in a binder in one of the classrooms but it must be posted.

The program uses bathrooms near the childcare entrance. The girls' bathroom has two toilets and two sinks and the boys' bathroom has two toilets, two urinals and two sinks. Handwashing procedures were not posted. There is also a bathroom available in the gym. The bathroom has one toilet and one sink. Handwashing procedures were not posted. You must post

CHILD CARE CENTER ANNUAL EVALUATION

handwashing procedures in all three bathrooms near the sinks. There are additional bathrooms in the school.

I reviewed documentation of monthly fire and tornado drills. During the 2024-2025 school year there were no fire drills documented for April or May 2025. There were no tornado drills for October, November, December 2024 and January, February, April or May 2025. No drills have been practiced so far during the 2025-2026 school year. Fire and tornado drills are mandated to be practiced every month and documented. The fire drill and tornado drill should be practiced on separate dates and during both morning and afternoon sessions.

Monthly playground inspections are completed by Waterloo Leisure Services because the playground is owned by the city.

The radon test was completed in November 2025 and is good for five years. Results have not been received yet but previous results were within EPA guidelines.

The fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site in the room for the older children, it is located under the shelves. Outlets were protected. The fire marshal inspection occurred on 09/11/24.

The center has a complete first-aid kit and it is replenished as necessary.

The program is not on the Child and Adult Care Food Program (CACFP) but follows the guidelines. The children are not provided with breakfast. They are released to the school at 8:00 am if they want to eat breakfast. The children are provided with an after-school snack. Snack is provided by the childcare center. Snack menus were available for review in the cafeteria and CACFP guidelines are followed. Ms. Holthaus makes a new menu each week.

The childcare program is open on “no school” days. On those days the center does not provide the children with breakfast but does provide a morning and afternoon snack and lunch. Parents pay a fee for lunch and it comes from BMAP School. Children can also bring a cold lunch from home.

The children eat snack in the school cafeteria. There was a refrigerator and a thermometer was present. Food items were stored according to NHSPS guidelines. Disposable products are used so dishwashing is not necessary.

The center uses Hillyard QT3 Sanitizer to sanitize the food tables and toys.

The parent information is typically located on a window where the children enter the daycare, however the school added window coverings so the posters can no longe been seen. The parents are not allowed in the building. The mandatory reporter, childcare consultant and the handbook availability were posted inside. The license was conspicuously hung. A no-smoking sign was posted at the entrance. Ms. Bedard is trying to figure out a way to post the items on the outside of the windows.

The children are using the playground used by the elementary school. It is owned by the city. There is a large grassy area behind the school. There are three separate areas with play equipment. Woodchips are used for fall surfacing. Two of the areas have swings. One area has monkey bars, parallel bars, slides and a bridge. Trees and the building provide shade.

There is a large concrete area with basketball hoops that is part of the school. There is a picnic table for the children to rest.

Staff and children’s files were reviewed at the time of the licensing visit. I reviewed ten children 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 forms do not have a space to document the doctor or dentist’s address. You must add this to the enrollment forms. There was one outdated and one missing health statement. There is nothing in the children’s files to say there are current immunization records with the school. There must be a signed statement in each child’s file with this information. If you would like a school-age health statement with this statement please contact me.

I reviewed one staff file. It was in great condition.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

CHILD CARE CENTER ANNUAL EVALUATION

2. Identify Observed Strengths of the program

Staff members have developed a terrific system that allows them to provide supervision to the children and maintain constant communication on their walkie talkies. They took the children outside and when they returned inside to play in the gym the staff members were spread out in the space to provide clear supervision. They were actively engaged in activities and the children appeared to have fun.

Ms. Bedard states they find creative ways to deal with behaviors. They use different games and outlets to redirect children.

Ms. Bedard states they are observing more bonding with the children.

Ms. Bedard states they are always working out ways to make things work better. They made changes and improvements for when the children are in the cafeteria eating snacks.

Ms. Bedard states they try to remember the children have a lot of energy to release after school but they also try to provide structure. They look for middle ground.

Ms. Bedard is an incredible leader. She is organized and her staff members appear to respect her and be open to her ideas.

The program uses the Brightwheel app to communicate with parents and to sign children in and out of the program. Staff members also use the app to communicate with one another.

Having childcare at the school allows parents to know their children are safe and parents do not need to worry about transportation for their children.

3. Identify the aspects that fall below the standard

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.
During the 2024-2025 school year there were no fire drills documented for April or May 2025. There were no tornado drills for October, November, December 2024 and January, February, April or May 2025. No drills have been practiced so far during the 2025-2026 school year. Fire and tornado drills are mandated to be practiced every month and documented. The fire drill and tornado drill should be practiced on separate dates and during both morning and afternoon sessions. The emergency diagram must be posted near both exits in the cafeteria. This was cited in last year's report.

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.
A daily schedule must be posted. There is a daily schedule in a binder in one of the classrooms but it must be posted.

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.

An administrative change is being made to name Trebion Smith as the new director. She started on 10/13/25.

I met with Ms. Bedard following my observations and discussed items that need to be corrected. Ms. Bedard emailed me on 10/06/25 to say they were working on making corrections.

CHILD CARE CENTER ANNUAL EVALUATION

Fire and tornado drills are mandated to be practiced every month and documented. The fire drill and tornado drill should be practiced on separate dates and during both morning and afternoon sessions.

For children's files, you must add a space for the doctor and dentist's address to the enrollment forms. There was one outdated and one missing health statement. There is nothing in the children's files to say there are current immunization records with the school. There must be a signed statement in each child's file with this information. If you would like a school-age health statement with this statement please contact me.

Post handwashing procedures in the bathrooms used by the program.

I had a discussion with Amy Peters, the Director of Human Resources, because the childcare program was getting placed in various spaces. I explained the children must be cared for in approved spaces and if the school needs the approved space they should schedule their activities after childcare. Ms. Peters responded in a terrific and proactive manner and met with the principal to discuss this.

Date: 10/27/2025

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**.