Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: West Branch Community ELC-Kids Club
Provider No.: 21214

Address: 225 North Maple Street, West Branch, IA, 52358

County: Cedar

Director's Name: Joanna Carter
On-Site Supervisor: N/A

Phone Number: 3196437447
E-Mail: jcarter@west-branch.k12.ia.us

HHS Visit Date: 08/27/2026

Licensing Period: 03/01/2025 to 03/01/2027

Fire Inspection:

Date Inspected: 07/15/2026

Comments: Does Comply.

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

Health and Human Services

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	7:00 AM to 6:00 PM		
Tuesday	7:00 AM to 6:00 PM		
Wednesday	7:00 AM to 6:00 PM		
Thursday	7:00 AM to 6:00 PM		
Friday	7:00 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General				60	60
Summer					0

1. Basic Overview

This worker arrived at West Branch Community ELC-Kids Club - 21214 on 8/27/2026 for an annual visit. The center is located inside of Hoover Elementary School. They utilize the multipurpose room/office. The center's fire inspection was completed on 7/15/26. The center is open year around from 7am to 6pm during no school days/summer break. During the school year they provide care before/after school. The center provides care for preschool aged children. They currently have 36 children enrolled.

The director is Joanna Carter. She became director in 9/2025. She has a master's degree in public affairs.

This worker observed all programming space in the center and outdoor area to ensure that the environment was safe, sanitary and hazard free. The center staff provided careful supervision during the visit. The center was in ratio during the visit.

The center ensures that medication is stored and documented appropriately, handwashing procedures are followed, staff know how to use the cleaning, sanitizing and disinfecting products and diaper changing procedures were followed.

The center provides afternoon snack during the school year. The center provides morning and afternoon snack on no school days/summer break. Parents provide lunch. The center ensures that each child is served a full, nutritionally balanced meal/snack as defined by CACFP guidelines. Staff provided careful supervision at the table during snacks and meals. Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage were followed. Menus were posted.

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The center's curriculum is teacher created. They do take field trips during the summer to the Tipton Pool.

All required postings were displayed on the date visit. Child files were in full compliance. Staff files were in full compliance. The licensing notebook was in full compliance including floor plans, drills, first aid checklist, playground inspections, fuel burning inspection, radon testing, staff handbook/parent handbook and emergency preparedness.

2. Identify Observed Strengths of the program

-The center accepts Child Care Assistance.
-The center offers before/after school care, no school days and summer programming.
-The center uses ProCare for communication.
-The center director has done an amazing job of establishing working relationships with CCR&R, CCNC, AEA, CART, an experienced director, and the school district.

3. Identify the aspects that fall below the standard

N/A

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

N/A

5. Special Notes/Recommendations

The center would benefit from purchasing: stop signs for doors, baby gates, door alarms, ipads for Procare, walkie talkies, whistles and a bulletin board.

Based upon the annual visit, it is recommended that this center remain in full licensing status. If citations are issued please ensure that they are corrected as soon as possible. It is important that the director and all staff review the updated Iowa Code 109 Iowa Administrative Code and Comm. 204: Comm. 204, Child Care Centers and Preschools Licensing Standards and Procedures

This worker encourages all centers to work with Child Care Resource and Referral Consultant Child Care Resource & Referral - Iowa CCR&R and their Child Care Nurse Consultant Healthy Child Care Iowa | Health & Human Services. Care Resource & Referral Consultants assists centers through training/professional development, licensing/regulatory support, developing policies/procedures and achieving best practice standards (Iowa Quality for Kids (IQ4K®). Child Care Nurse Consultants assists centers through on-site consultation, training, technical assistance, information and referrals and care planning for children with special health needs.

Date: 10/09/2026

HHS Licensing Consultant: Heidi Brown

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**.