Iowa Department of Human Services
CHILD CARE CENTER EVALUATION AND RECOMMENDATION FOR LICENSE

Name of Center: West Side Kids Inc **Enrollment:** 85 **License ID No. (Reapplications)** 6357

Street: 255 NE Dartmoor DR **City:** Waukee Iowa **Zip** 50263 **County:** Dallas

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

Director's Name: Cindy Vokes **Phone Number:** 515-978-0322

On-Site Supervisor(s): Erica Shephard and Erin Christianson **E-Mail:** westsidekidsinc@aol.com

Date(s) of Visit: 05-05-2025

Licensing Visit X **Unannounced Visit** X **Off Year Visit** **Administrative Change**

LICENSING VISITS

New Application **Re-Application** X **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 05-13-2024

FIRE INSPECTION **State** X **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 09-12-2023

Comments : Waukee Fire Marshal. Management thought the Fire Marshal was out in 2024, but they did not have the inspection form so they were going to reach out to the Waukee Fire Marshal. For licensing requirements, these are due at least every three years.

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

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

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 06-01-2024 to 06-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Nate Knepper **Date:** 05-05-2025

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An off-year visit was conducted on 5/5/25. The two owners/on-site supervisors were both present for the visit.

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.

During the visit, children were observed in a variety of activities that included tummy time and napping in cribs in the infant classroom, engaged in free-choice play in several other classrooms, hand washing, and doing art projects related around the weekly theme of "Mother's Day". Children and staff questioned gave specific answers as to where they relocate to for fire and tornado drills.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

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.

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

Within the past year, the center has purchased new toys, crib sheets, and storage cabinets. The center has also painted some classrooms and done some landscaping outside.

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 and French lessons for younger children. The center also teaches children sign language.

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 remains steady.

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 1/2025.

The center will be celebrating their 20 year anniversary later this year in 2025.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.
1. There was one bottle that was not labeled in the two year old classroom.
2. There was a dangling cord that needed to be more securely fastened to the wall in the infant classroom.
3. On the playground, more wood chips are needed at the bottom of slides. WOOD CHIPS ARE A REPEAT ISSUE FROM LAST YEAR.
4. Several bolt covers along the fence and gate of the playground were missing. Another nut should be added to the two bolts where the tire swing used to be.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. The last furnace inspection was from 11/22/23 so it is past due. THIS IS SCHEDULED FOR MAY 12, 2025.

V. 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 the next service inspection is scheduled for 5/12/25.

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. The center has started the IQ4K paperwork.

For transportation and field trips, the center owns a mini van and a full-size passenger van. Regular maintenance is performed on both vehicles. Preschool through school-age 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.

It is recommended outdoor playground mats be purchased for at the bottom of slides to help preserve wood chip depth and surfacing.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your DHS Licensing Consultant to discuss the issue. The child care director may also send a response which will be placed in the licensing file.

*Note: If you are a member of the general public, there may be additional information contained in the public file. You may contact the DHS Licensing Consultant to inquire.