Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Y's Kids at Highland

Provider No.: 46510

Address: 812 Idaho ST, Waterloo, IA, 50703

County: Black Hawk

Director's Name: Sherry Davenport

On-Site Supervisor: Schantellee Jackson

Phone Number: 3192347589

E-Mail: sdavenport@ywcabhc.org

HHS Visit Date: 09/09/2025

Licensing Period: 12/01/2025 to 12/01/2027

Fire Inspection:

Date Inspected: 10/24/2024

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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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)
- [ ] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	10	32	42
Summer					0

1. Basic Overview

On 09/09/25 I made an unannounced licensing visit to Y's Kids at Highland Elementary in Waterloo. I met with Schantellee Jackson, the on-site supervisor for the program. She has been employed with the YWCA since 2010. Sherry Davenport is the director. She has worked with YWCA since 2021 and was previously an on-site supervisor in one of the latchkey programs. Abby Adams is the assistant childcare director. She has a BA in elementary education with a minor in social/emotional learning. She previously worked in one of the latchkey programs. Two staff members are present during the morning hours and two staff members are present during the afternoon hours.

The program is in Highland Elementary. They operate out of the cafeteria area. The program is also able to use the gym. The before and after school program operates Monday through Friday from 6:30-8:30 am and 3:45-6:00 pm. On early out days the hours are 1:50-6:00 pm. The program serves children who are in preschool through fifth grade. There are currently 18 children enrolled.

The cafeteria is an open space that allows for free play and organized activities. Natural lighting is available in the cafeteria. Centers are stored in cabinets in the cafeteria and in an office area near the gym. The centers I observed include games, magnets, table toys, crafts, art, Legos and transportation.

I visited the program during the morning hours. They were in ratio. The number of children at the program at any one time is changing constantly because of children arriving and leaving.

The children use two bathrooms in the entrance of the cafeteria. The girl's bathroom has five toilets, two birdbath sinks and the boy's bathroom has two toilets, three urinals and two birdbath sinks. Each birdbath sink has four faucets. Handwashing

procedures were posted in both locations. There are additional bathrooms located in the school.

The program has a cell phone and emergency numbers were programmed in the phone. However, you must still post the emergency numbers with the program's address and phone number. Emergency numbers for the children were available. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits in the cafeteria. The evacuation diagram was posted by two exits in the gym but should also be posted near the office space. This was cited in the last two years' reports. A daily schedule was posted on the parent board.

I reviewed documentation of monthly fire and tornado drills. Drills have been completed.

I reviewed documentation of monthly playground inspections.

The radon test was completed in November 2024 and is good for five years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector was on site in the office used for storage. Outlets were protected. The fire marshal inspection occurred on 10/24/24.

The YWCA provides an afternoon snack. Snack is provided by the school for the program. Snack menus were not available for review. You must get a copy of the snack menu from the school and post it. There was a breakfast menu posted; however, the children are released from the childcare program once they go to breakfast.

Disposable products are used so dishwashing is not necessary. Snacks are eaten in the cafeteria. There is a refrigerator in the storage office for the YWCA program. A thermometer was present. The school places the snack in a refrigerator in the school kitchen and a thermometer was present.

The center uses Sani-T or Purell Food Service Sanitizer to sanitize the food tables. These items were stored on a counter. They must be stored out of reach from children.

The parent information is located on a portable bulletin board inside the cafeteria. I recommend placing this where the parents sign their children in and out of the program so it is more visible to them. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously posted. A no-smoking sign was posted at the entrance.

The program uses the elementary school's playground. Woodchips are used for surface cushioning. There are multiple pieces of climbing equipment located in the play area. Some of the items available include slides, tunnels, bars, rings, a climbing wall, and steppingstones, a see saw, and a balance beam. They also had spinning toys. There is a large grassy area for the children and a concrete area for the children. Shade is provided by trees.

There is a gym available when the children cannot go outside.

The children's files were reviewed at the time of the licensing visit. I reviewed six children files. They were in great condition.

On 09/25/25 I reviewed one staff file at the YWCA of Black Hawk County site. Ms. Jackson did not have any documentation for ongoing training for the 2024-2025 school year. She is required to have eight hours of training every year.

2. Identify Observed Strengths of the program

Ms. Jackson has worked for the YWCA for several years and she does an amazing job with the children. She is a strong leader and always provides guidance to the assistant who is working with her. Staff members were actively engaged with the children. One was drawing with the children and the other was playing Legos with children. Staff members greeted children and parents as they dropped the child off. After free play Ms. Jackson read the children a book. She was expressive and made the story fun for the children. The children then play a group game of charades. Everyone seemed to enjoy this. Staff members maintained positive conversations with the children. They provided the children with praise but also used positive redirection when necessary. Staff members allowed the children to share stories. Staff members kept the children occupied and they seemed to have fun at the program.

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Ms. Davenport is the new director and she is doing great in this position. She previously worked as an on-site supervisor at a school site so she knows the expectations and she is dedicated to making the school programs successful.

The program provides a valuable resource to parents who require before and after school care. Parents do not have to worry about transportation for childcare.

The program had easy to read child enrollment forms.

The program serves a diverse population of children.

The program provides time for homework and academic assistance.

Y's Kids is a time for the children to unwind, relax, be creative, and enjoy the company of friends in a safe and friendly environment with positive caring adult role models.

3. Identify the aspects that fall below the standard

109.7(2): Center directors and all staff have the required contact hours of training.
Ms. Jackson did not have any documentation for ongoing training for the 2024-2025 school year. She is required to have eight hours of training every year.

109.11(6): Telephone: Working phone with posting adjacent for emergency numbers for police, fire, and poison control center. Center street address and phone included in posting.List of emergency numbers for children kept near phone.
You must post emergency phone numbers with the program's address and phone number.

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 program must keep a snack menu.

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 Sherry Davenport as the director. She became the director in April 2025. The change was reported to Barb Sederburg in April 2025.

The program has been given permission to combine children aged three through school age due to program space.

I met with Ms. Jackson following my visit and we discussed the items that need to be corrected. She was open to the discussion and said she would make the corrections.

Date: 10/14/2025

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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**.