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

Name of Center: Altoona Campus Kids Klub-Mitchellville Elementary **Enrollment:** 19 **License ID No. (Reapplications)** 45880

Street: 308 Elm AVE NW **City:** Mitchellville Iowa **Zip** 50169 **County:** Polk

Mailing Address: 1500 8th ST SW, Altoona, IA, 50009

Director's Name: Ashley Hejlik **Phone Number:** 515-402-9805

On-Site Supervisor(s): Jennifer Robertson **E-Mail:** Ahejlik@altoonacampus.com

Date(s) of Visit: 03-06-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 01-20-2025

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

Date Inspected: 10-18-2023

Comments :

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

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

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

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General				100	100
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2025 to 03-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Melinda Larson, Child Care Licensing Consultant **Date:** 03-10-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

The Altoona Campus Kids Klub - Mitchellville is one of seven Altoona Campus school age programs. This center opened the fall of 2015. The center provides before and after school care for children who attend this school. The center primarily uses the cafeteria and gym for programming space. They also use the school's playground. Ashley Hejlik is the Administrative Director of the Altoona Kids Klub Programs. Ashley has been in this role since September 2017. She has been with Altoona Kids Klub since 2012. Jennifer Robertson is the on site supervisor. She has been in this role since August 2021. Jennifer has been employed with Kids Klub since 2018.

An unannounced visit was completed visit. All areas subject to HHS licensing rules were reviewed. Mandatory postings are in place. A monthly letter and lesson plan were posted. The center is able to store their supplies and toys in a closet and bins. Children's belongings are kept in individual baskets in the hallway.

Jennifer assisted with today's visit. There was one additional staff working today. There were fifteen children present today. Children were observed in the cafeteria today. Children were observed during snack time and during child directed activities. Children were playing table games, doing a craft/art activity peacock, playing with a basketball game and playing with other games and toys.

The center serves snack during after school programming. Today's snack was lettuce salad and a dinner roll. The menu was reviewed and was compliant with CACFP requirements.

The center uses the school's playground. The school staff maintain the playground. The center completes playground checks.

Transportation isn't provided during the school year.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Jennifer, the on site supervisor, has been employed with Altoona Campus Kids Club, for several years. The center has a nice amount of toys and learning materials for the amount of children being served. Children have the opportunity for large motor play activities through the use of the playground and the gym.

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

109.9(1)d: 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.
One staff needs a current physical.

V. SPECIAL NOTES/RECOMMENDATIONS:

The center has a full license.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 515-362-7823); email melinda.larson@hhs.iowa.gov) so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

*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.

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