Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: New London Community After School Program

Provider No.: 48659

Address: 401 S Walnut St, New London, IA, 52645

County: Henry

Director's Name: Michelle Wilka

On-Site Supervisor: Robin Heitmeier and Christian Fenton

Phone Number: 3192170574

E-Mail: newlondonccc@hotmail.com

HHS Visit Date: 01/16/2026

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

Fire Inspection:

Date Inspected: 04/04/2023

Comments: due every 3 years, conducted by State Fire Marshall Amy J. Fratzke, now Damien Dawson

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:00 AM to 6:00 PM		
Tuesday	6:00 AM to 6:00 PM		
Wednesday	6:00 AM to 6:00 PM		
Thursday	8:00 AM to 6:00 PM		
Friday	6:00 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				80	80
Summer					0

1. Basic Overview

New London Community After School Program is a newly established daycare program for school age children in an residential area of the small community of New London. The Center is located in the Elementary School in New London next door to it's sister program, the New London Community Child Care Center. Both centers are owned by the New London Community & School Foundation Board of Directors. This center began operation in 2017. It is held in the New London Elementary School cafeteria. The program also has access to a coat area attached to cafeteria and nearby gymnasium. Enrollment is approximately 65 children with an average of 45 a day.

The program serves children enrolled in or having completed kindergarten or over. After school program services and offered as well as care during breaks throughout the school year. Before school care will be provided at the main center during the school year. During school cancellations programming will be held in the school. Summer care is not provided at this site. It is held in the New London Elementary School cafeteria. The program also has access to a coat area attached to cafeteria and nearby gymnasium.

On 1/16/26 I made an unannounced licensing visit to New London Community After School Program and met with Director Michelle Wilka. She began this position in 2019. Ms. Wilka is an active Director and is present often. She formerly served as the On Site Supervisor/ Business Manager at the sister center for 8 years. Michelle Wilka holds dual Bachelor's Degrees in Business Management. Ms. Wilka has numerous hours of related college level classes and trainings and has been employed at the center for 14 years. Robin Heitmeier assists with administration of the program. She holds and AA Degree in Early Childhood Education and came to NLCCC with 9 years of registered in-home child care experience. Robin Heitmeier is housed in the main site and assists with administrative activities. She was also present during the visit. Christian Fenton also serves as designated person in charge/OSS if Director Wilka or Asst. Director

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Heitmeier is not present . Reeves Jacobs also became an OSS in summer 2025.

Center Nutrition:

Snacks and meals follow CACFP recommendations. Food allergies are taken into consideration. Food is stored according to CACFP requirements. The program has a rotating menu. Refrigeration units or milk coolers have required thermometers. The center participates in the CACFP and is in good standing. The last review was in April 2025.

Center Health and Safety:

Tornado and fire drills are conducted monthly per my observation of documentation. Exit diagrams are posted near doors. Poison control and 911 with center address are posted. Ventilation is good since ceilings are high. Capacity and square feet (at least 35 square feet per child) regulations are met. Restrooms are available nearby and meet the rule of 1 restroom per 15 children. Ventilation and lighting are adequate on each visit.

The program area is large so if a child is ill they have space in the cafeteria for the child to isolate. A first aid kit is available to staff but inaccessible to children.

Radon testing and documentation, fuel burning appliances inspections and lead based paint inspections are not required since this is a school age program.

The schedule is now conspicuously posted. Staff persons under age 18 man now provide care to school aged children.

Center Outdoor Play Area:

The program utilizes the school outdoor play area. They may also access the outdoor play area at the sister center next door. Playground inspections are conducted monthly. The Child Care Weather Watch is utilized if outdoor play is questionable due to varying weather conditions. A first aid kit is taken outdoors along with emergency medications.

Center Field Trips/Transportation: The center provides no transportation. The center does take field trips. Field trip ratios are followed at all times.

Center Administrative Records:

Staff and child records are reviewed annually. The program Director has tracking systems for records. All students and staff are up to date on requirements such as a Student Health Form, immunizations, emergency contacts, pick, up authorizations and dental and medical information, .This is duly noted. Toni Krana, CCNC conducted a child file audit last December and found no deficiencies.

Staff information is in IPOWER. All staff are up to date on all requirements including a physical, SING checks, Fingerprints, CPR/1st Aid training, Mandatory Reporter training and professional development hours due annually.

The Emergency Preparedness Plan is present for this site. Staff were trained on the plan at the beginning of the school year. They signed and dated acknowledgement of such.

2. Identify Observed Strengths of the program

The center is using best practice regarding ratio and is incorporating groups and school age curriculum throughout the day.

The Director or an onsite supervisor are present daily.

The Director reached out to the Iowa Department of Public Health Child Care Nurse Consultant and requested services when she began this position in 2019. She has spent many hours working with Child Care Resource & Referral and staff to get all employees fully trained and back ground checked. She has also accessed resources from other area directors and child care providers. The new center director has implemented many positive changes which is evident in a marked decrease in violations the past 3.5 years. The rooms continue to be more orderly and children and staff were engaged in

activities together. Staff are positioned in ways that ensure constant supervision at all times. The staff report this is less stressful and there are fewer incident/injury reports. This is duly noted.

3. Identify the aspects that fall below the standard

No areas were identified to be in a pattern of disregard during the visit or at any time CCR&R or IDPH conducts visits throughout the year.

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

5. Special Notes/Recommendations

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to continue compliance with rule. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. http://idph.iowa.gov/hcci/consultants Toni Krana is the program CCNC. She visits quarterly.

HHS encourages you to contact Child Care Resource and Referral. They offer centers assistance with meeting the HHS regulations, IQ4K, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Jodi Norton is your Child Care Consultant: http://www.iowaccrr.org/who_we_are/region_5/ She has been meeting with the Center Director on a weekly basis. This is best practice and duly noted. This is also evident regarding general facility practice. Jodi Norton is the consultant for the program. She visits quarterly.

Date: 01/20/2026

HHS Licensing Consultant: Jill Seibert

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**.