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

Name of Center: The Clubhouse Learning Center **Enrollment:** 120 **License ID No. (Reapplications)** 28291

Street: 1932 SW 3rd ST STE 1 **City:** Ankeny Iowa **Zip** 50023 **County:** Polk

Mailing Address: 1932 SW 3rd ST STE 1, Ankeny, IA, 50023

Director's Name: Allison Ware-Gilffredi **Phone Number:** 515-965-4219

On-Site Supervisor(s): Abbie Martin **E-Mail:** Allison_ware2394@hotmail.com

Date(s) of Visit: 03-16-2023

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:** 01-04-2023

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

Date Inspected: 06-08-2022

Comments :

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	19	11	53	44	127
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2023 to 03-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Debbie Hammer **Date:** 04-10-2023

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

A full licensing visit was conducted on 3/16/23. The director was present throughout the visit.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

This program opened at this location on March 2, 2009. This is a site that has been used as a couple of different child care programs in the past. They offer care for children ages 6 weeks through 10 years old. They offer before and after school care. Hours of operation are 6:30 am-6:00 pm Access to center is through entering a door code or ringing the bell. Allison Ware became the owner/director in July of 2017, purchasing the center from the previous owner/director. Allison worked at the center for 8 years prior to becoming the owner/director. Abbie Martin is the on-site supervisor. Both meet qualifications for their positions.

There are seven areas used for childcare, five are in enclosed classrooms in the main building. The center added an additional school age space last year in a suite located in the same strip mall. The old school age classroom in the main building has been used as a large motor play room and additional room for children to use, especially when the weather does not allow them to go outside.

The center uses the Creative Curriculum and Handwriting without Tears curriculum.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center has a relaxed and cozy atmosphere.

The center has several long term staff who work well together and view working at the center as a career not just a job. Several of the staff have been at the center for over three years, and three of the staff have worked at the center since 2009. .

The director is very organized.

The center has a Facebook page and a Website. The center sends out monthly newsletters to parents.

The center also has good communication with parents. They use the Bright Wheel app which allows for real time information and communication.

The center has a secure entrance.

The center received grant money to update the playground and put in a new shade structure, new surfacing and fencing to

separate out the space according to age groups.

The staff have strong relationships with the parents and children.

The director and on-site supervisor work to let staff know they are valued and appreciated. Once a month they do something special for staff, sometimes bringing in a special lunch, or small gifts and treats, such as Clubhouse t-shirts. They were able to have a Christmas party this last year. The director will write out thank you notes to staff and put them in the mail.

The center updated their Website page and will be installing a Google Virtual tour so perspective families can view/tour the center online.

The center has a waiting list and strong enrollment. The addition of the school age classroom has been beneficial to families in the community.

New flooring was put in a classrom and a new changing station in the bathroom.

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.
Number not in compliance: 1
One staff file reviewed did not have a physical exam report completed six months prior to hire. The staff was hired in January of 2023 and a physical exam report has not been completed.

V. SPECIAL NOTES/RECOMMENDATIONS:

The center continues to do well following the CACFP (food program) guidelines.

Radon testing is now required every five years. The last radon testing was completed in September of 2022 and fell below the 4.0 cutoff.

The center had a new furnace installed in January of 2022 and a furnace inspection was completed in December of 2022.

The director will ensure the staff file is up to date with a physical completed.

Discussion took place regarding the lighting in the infant room, the staff like to turn the overhead lighting off and just use soft lighting, however there were areas of the classroom that did not have good lighting. The director will talk to the staff about keeping the overhead lights on at all times.

A new, full, two-year license is recommended.

*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.