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

Name of Center: Altoona Campus Kids Klub-Four Mile **Enrollment:** 27 **License ID No. (Reapplications)** 30761

Street: 670 SE 68th ST **City:** Pleasant Hill Iowa **Zip** 50327 **County:** Polk

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

Director's Name: Ashley Hejlik **Phone Number:** 515-531-0699

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

Date(s) of Visit: 11-07-2023

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:** 07-27-2021

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

Date Inspected: 04-26-2021

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				80	80
Summer					0

QRS Rating: N/A

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

Licensing Consultant: Melinda Larson, Child Care Licensing Consultant **Date:** 11-13-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Altoona Campus Kids Klub - Four Mile Elementary program has been in operation since 1992. This center provides before and after school sessions throughout the school year. The school has secured entrances. The center primarily uses the school's cafeteria and gym for programming. Center supplies are kept in the band room. The band room is also used for programming when the cafeteria is not available. Ashley Heljik is the Administrative Director who oversees all the Altoona Campus Kids Klub sites. Ashley has been in this role since October 2017. Ashley has been with Kids Klub since 2008. Deb Davis is the On Site Supervisor. Deb has been with Altoona Kids Klub since 2011.

An unannounced visit was completed on today's date. All areas subject to HHS licensing rules were reviewed. Mandatory postings are in placed by the entrance. The center's schedule and lesson plan, "A Little Disney" were posted. The center sets out interest centers for the children when they are in the cafeteria. Children play large motor play activities in the gym. Children's belongings are kept in individual baskets.

Deb was working today and assisted with the visit. Three additional staff were working. There were five children in attendance at the time of the visit. Children were observed in the cafeteria. Children were playing table games and doing table activities. Staff were playing games and doing art activities with the children.

The center serves snack after school. Menus reflect CACFP guidelines are followed. Children can eat breakfast in the cafeteria prior to school starting.

The center uses the school's playground. There are two large climbing structures. There are swings. There is pea gravel for surfacing material. There are basketball hoops. There is grass and concrete areas also. School staff maintain the playground. The center completes monthly playground checks.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ashley Hejlik has been employed at Altoona Kids Klub for many years. In addition, Deb has been employed with Kids Klub for several years. This center benefits from their experience and leadership.The Altoona Kids Klub has a nice amount of play and learning materials. Children are afforded large motor play on a daily basis through the use of the school's gym and playground.

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

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
The center's enrollment form is missing preferred hospital information for parents to add.
The center is having parents complete a separate form that will list the preferred hospital for their children.

109.10(3)c: For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription.
A child who has an epi pen for allergies had an expired medical/medical form and an expired epi pen.
The center is contacting the parent to get an updated form and a current medication.

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 mlarson@dhs.state.ia.us) 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.

*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.

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