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

Name of Center: The Study Loft By Tree House **Enrollment:** 45 **License ID No. (Reapplications)** 44221

Street: 110 NW 9th St Ste 4 **City:** Ankeny Iowa **Zip** 50023 **County:** Polk

Mailing Address: 2401 W First St, Ankeny, IA, 50023

Director's Name: Missey Michel/Mindy Seeman **Phone Number:** 515-964-4886

On-Site Supervisor(s): Sarah Murken/Paul Edwards **E-Mail:** melinda@treehouseglc.com melissa@treehouseglc.com

Date(s) of Visit: 03-21-2018

X **Licensing Visit** **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:** 02-21-2018

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

Date Inspected: 03-20-2018

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: Infants (0-23 mo.) 2 Years 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				53	53
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 04-01-2018 to 04-01-2020
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Debbie Hammer **Date:** 03-30-2018

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 3/21/2018. The Director Missey 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 is a school age only program that is owned by Mindy Seeman and her sister Missey Michel. They also own two other centers named The Tree House and The Tree House at Northview. Mindy and Missey both taught in elementary school and felt the children were not coming in with basic skills they should have. They felt they could have a positive impact on the learning of young children, so they left their teaching jobs and opened up their first daycare center in 2008. In 2014, they opened up this school age only site in a small building. In 2016 they opened up another child care center that serves all ages.

Missey and Mindy have director qualified on-site supervisors at each of their three programs and these on-site supervisors are in charge of the day to day operations. Missey and Mindy are at The Tree House at Northview every day, but leave the daily operations to the on-site supervisors. Missy oversees the curriculum, and Mindy oversees the financial and billing piece of the operation.

The on-site supervisors at The Study Loft are Paul Edwards and Sarah Murken. Both meet qualifications to be on-site supervisors.

The Study Loft opened October 2014. They had the opportunity to expand into an adjoining suite, so in the fall of 2015 they were able remodel the adjoining suite and increase their capacity from 26 up to 53 children. Late start Wednesday mornings are the only mornings they are open before school. After school care is offered M-F from 3:15-6:00 pm. On non-school days and during the summer all day care is offered from 6:30 am-6:00 pm.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The environment of the Study Loft does not have a child care center feel at all. Instead it is a place with a game and TV room, a library area, an area for yoga and exercise, and just space to spread out and hang out with friends. The children tend to act more responsible and grown up when attending this site. They know it is a privilege and they are the lucky ones if they get to attend this site.

Time is allowed each day for children to do their homework or read. The staff are able to help with homework if needed. Parents appreciate this because sometimes activities get in the way of time at home to do homework.

There is longevity of staff working at this center and the lead staff have strong leadership skills.

The center is able to be flexible with families.

The center offers several field trips in the summer and is able to take the children to several different activities.

The center does STEM projects with the children and will conduct labs in the summer months. The center sends home sheets with the parents about skills and needs for each child.

The center sends out a monthly newsletter and also has a Facebook page and a website. In the summer months the center uses the Tadpoles App which allows parents to have up to the minute information about their child during the day.

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

109.6(2): Director or on-site supervisor on-site during the hours of operation or a minimum of eight hours of center's hours of operation.
Information on on-site supervisor's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination.
On-site supervisor meets qualifications or is "qualifiable" with a plan established to meet qualifications.
The center did not send information regarding the on-site supervisor's qualifications to the consultant prior to employment.

109.6(6)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.
One staff file did not have a repeat Iowa record check after two years; the repeat record check was completed after three years.

109.9(2)a: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care.
Number not in compliance: 1
Information lacking: One child file reviewed did not contain any information regarding an emergency contact.

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.
Number not in compliance for medical: 1
Number not in compliance for dental: 1
Information lacking: One child file reviewed did not contain any information regarding a preferred dentist, doctor or hospital.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number missing: 5

109.10(1)b: School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions.
Number not in compliance: 1

109.10(3)a: All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.
One prescription medication was not stored in the original container with the physician or pharmacist directions.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
The center has not been completing or recording monthly inspections of the outdoor recreation area.

V. SPECIAL NOTES/RECOMMENDATIONS:

The new CACFP (food program) guidelines that went into effect on 10/1/207 were discussed. The center is aware of the new food program guidelines and will be ensuring they are following the new program requirements.

All staff, with the exception of newly hired staff, have completed Essentials training. The new staff are on target to complete Essentials within their first 90 days of employment. The center has created a disaster kit as well as a written disaster/evacuation plan.

Radon testing is due every two years. The center last conducted radon testing on 12/24/2017 and the rooms tested fell below the 4.0 cutoff.

The annual furnace inspection was completed on 10/31/2017.

Discussion took place regarding emergency medications such as epi pens and inhalers. These emergency medications should be accessible to staff at all times and be where the child is located for emergency purposes.

Discussion took place regarding Scentsy pots and wax warmers in the rooms. These should not be in the programming space or accessible to children given the safety hazard they present.

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

If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your consultant at 515-725-2663 or email dhammer1@dhs.state.ia.us so that we may discuss the issue. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report.
*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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