Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Urbandale Adventuretime-Karen Acres Elementary

Provider No.: 43773

Address: 3500 74th ST, Urbandale, IA, 50322

County: Polk

Director's Name: Jake Leonard

On-Site Supervisor: Becky Larson

Phone Number: 5153136550

E-Mail: leonardj@urbandaleschools.com

HHS Visit Date: 10/27/2026

Licensing Period: 12/01/2026 to 12/01/2028

Fire Inspection:

Date Inspected: 09/24/2024

Comments: State Fire Marshal inspections are due every three years per State licensing requirements. The center will be due for another inspection by 9/2027 or before.

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		6:30 AM to 6:00 PM	
Tuesday		6:30 AM to 6:00 PM	
Wednesday		6:30 AM to 6:00 PM	
Thursday		6:30 AM to 6:00 PM	
Friday		6:30 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	0	0	0	200	200
Summer					0

1. Basic Overview

A licensing inspection was conducted on 10/27/26. The on-site supervisor was present throughout the inspection. The director was present for portions of the inspection as he was in ratio.

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

Urbandale Adventuretime - Karen Acres Elementary was given permission to open under HHS (formerly known as DHS) licensing on 8/18/14. Previous to being licensed by HHS, the program was licensed by the Dept. of Education. All four of the Adventuretime programs are now licensed by HHS. This program serves school-age children who attend Karen Acres Elementary. For school days during the school year, children can attend 6:30am - 8:45am and/or 3:40pm - 6:00pm. For no school days and summer programming, Karen Acres students attend one of the other Urbandale Adventuretime programs. This program utilizes primarily the gym, cafeteria, and outdoor playground area, but they also have access, at times, to room 501. Total child enrollment on the day of the inspection was 32 children.

The center is overseen by a Board. The director of all four Adventuretime programs as of 12/2021 is Jake Leonard. Jake has a BA degree, training, and several years of experience working in child care before/after school programs. The on-site supervisor of this location is Becky Larson. Becky has a BA degree and has worked for Urbandale Adventuretime for many years, including as an on-site supervisor at another Adventuretime program.

NUTRITION: The center always provides a PM snack to children year-round. On no school days during the school year, the

center serves an AM snack to children as well. Children are responsible for bringing in their own lunch on no school days during the school year. During the school year and on school days, children can eat breakfast through the school district if they have money in their school account. The school provides lunch to children during the summer months. Food storage at the center was sufficient. The snack menu is posted for the month and met CACFP food requirements.

TRANSPORTATION/FIELD TRIPS: The center contracts with the school for a school bus and driver. Parents sign authorization annually for field trips. For all field trips, a first-aid kit and children's emergency contacts are taken along.

PLAYGROUND: A new playground climbing structure as well as poured in place rubber and an open field turf area were installed in 2025. There is also a swing area that has rubber mats for surfacing. No issues were noted with any outdoor equipment. Finally, there is a blacktop area for other outdoor games. There are trees as well as the school building that provide some shade. Monthly playground inspections are being conducted.

During the inspection, all children were lining up in the cafeteria to go outside to the playground. Before going outside, children gave specific answers as to where they relocate to for monthly fire and tornado drills. Children are talked about the frequency to which they washed their hands while attending the center. Toys, tables, and other equipment are being cleaned and sanitized daily.

For more challenging child behaviors, all Adventuretime programs have access to behavioral specialists throughout the district if needed. Communication, documentation, and teamwork are stressed and this includes staff, parents, and children.

2. Identify Observed Strengths of the program

The director is highly organized and has worked in child care for many years. The on-site supervisor is also organized and has many years' worth of experience working for Urbandale Aventuretime.

All staff wear Adventuretime or J-Hawk shirts and/or badges which makes staff more easily identifiable.

Staff use walkie talkies as needed to communicate with each other throughout the classrooms, playground, etc.

The director has quarterly meetings with other directors of before/after school programs in the western suburbs. Team leads between the four programs meet weekly for staff meetings. The on-site supervisor at this program has weekly staff meetings.

The program has a good working relationship with other school personnel.

All Adventuretime programs utilize the same handbooks, etc. Centers can assist each other (staffing, etc.) as needed.

All Adventuretime programs have access to the Urbandale School District behavioral specialist as needed.

The on-site supervisor stated staff work well with each other.

In 2025, renovations were made to the playground (new climbing structure, new poured in place rubber, new field turf).

3. Identify the aspects that fall below the standard

CHILD CARE CENTER ANNUAL EVALUATION

No below standards were identified at this year's inspection.

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

N/A.

5. Special Notes/Recommendations

The center is exempt from environmental testing as they are located in a school and only serve school-age children at this location.

I -Power was again discussed with the director and on-site supervisor. All staff should continue to upload their training certificates into their I-Power profiles. If any staff leave or transfer to another Adventuretime program, they should be unlinked and/or moved to whatever Adventuretime program they move to.

It was noted that one child's epipen will expire at the end of 10/2026.

A new, full, two-year license is recommended. The application and payment was sent into HHS on 10/8/26.

Date: 10/29/2026

HHS Licensing Consultant: Nate Knepper

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**.