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: 10/28/2025

Licensing Period: 12/01/2024 to 12/01/2026

Fire Inspection:

Date Inspected: 09/24/2024

Comments: State Fire Marshal inspections are due every three years per State licensing requirements.

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

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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

An off-year inspection was conducted on 10/28/25. The on-site supervisor was present throughout the visit. The director arrived a short while into the visit.

All areas of the program were observed with the exception of the playground up close due to the weather. These areas observed consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation (from afar and monthly playground checks reviewed), 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 (which was not observed on the day of the visit as it was again not in use).

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.

During the visit, all of the children and staff were inside and sitting at the tables in the cafeteria. Children were engaged in free-choice play at the different learning stations made available to them. Most children appeared to be doing some art projects and playing with manipulative type toys. Toys and other equipment are being sanitized daily.

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 five 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.

3. Identify the aspects that fall below the standard

109.10(1): Medications: The center shall have written procedures for dispensing, storage, and authorization, and recording of all prescription and non-prescription medications. Staff must be over 18 to administer medication. 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. For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given. For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription. Staff shall not provide medications to a child if pre-service/orientation training for medication management has not been completed.
There was one child with an expired epipen. The center has been in contact with the child's parents in regards to needing a new epipen.

109.10(13)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.
Emergency evacuation procedures need to be posted in the gym.

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

1. There was one child with an expired epipen. The center has been in contact with the child's parents in regards to needing a new epipen.

2. Emergency evacuation procedures need to be posted in the gym.

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.

For field trips and transportation, the program contacts with the school district and take a school bus.

For nutrition, the center provides a PM snack during the school year. Children can eat breakfast through the school if they have money in their accounts. For No School days and summer months, the school again provides breakfast as well as

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lunch. The center provides the PM snack. Food storage was sufficient.

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.

One SING record check needs to have one more step completed as discussed with the director.

Date: 10/29/2025

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**.