

RECOMMENDATION FOR LICENSE:	
X	FULL license from 02-01-2016 to 02-01-2018
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCACTION of license

Licensing Consultant: Cheryl Hickle

Date: 01-19-2017

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

This is a before and after school program offered through the Ankeny Community School District. Nancy Jeffs is the director listed over all the programs, and her assistant is Melissa Meier. Both meet the 100 point requirement for director. Each school site has a site director who meets the 75 point requirement. Layla Sadraei is the site supervisor at this school.

The before school hours are 6:30-7:45 am except on Wednesday's when they meet until 8:45 am. After school hours are 2:55-6:00 pm. The average attendance for mornings is around nine children, and late start Wednesday will have 30-40 children. Afternoons will have 65-80 children attending.

This school site is licensed for year round use.

The program meets in the multi-purpose room. They also can use the computer lab and the gym. The morning care offers the children free play time with the different activity centers that are set out on the tables. The afternoons begin with the children checking in then washing their hands before eating their snack. They will go outside to play for a while and if the weather prevents that, the children play in the gym. Afterwards they split into two groups for their enrichment session. These last for nine weeks. All the materials and equipment needed is supplied, and after nine weeks the materials rotate to another school site. STEM activities are always available, as well as art, adventures, and physicals activities. Time is also allowed for homework and reading.

The program was observed one morning before school. The children were observed playing with different activities. The majority were playing with art items and were coloring and drawing. Some children were sitting and reading, and others were in various areas sitting and visiting with each other. The staff were sitting with the groups of children and were engaged in the activities and conversations.

Children are escorted to and from the bathrooms which are located in the hallway close to the cafeteria.

In the afternoons when parents arrive to pick up their children, they must wait in the school office. An afternoon staff person who sits at the front office desk, will radio the child care program and let them know the parent has arrived to pick up their child. A staff person will then walk the child to the front office and release the child to the parent.

NUTRITION

Children have the option to eat the school breakfast. The afternoon snacks are provided by the school district and these snacks meet the CACFP guidelines. The snack items are stored in the school kitchen. Food is stored according to the NHSPS guidelines.

HEALTH AND SAFETY

Any medicines would be stored in the front office with the exception of epi-pens which would be stored in the child care office and would be inaccessible to the children. Hand washing was not needed or observed during this visit, but the staff report children wash hands before eating and after using the bathroom. A first aid kit is kept in the child care office. Fire and

tornado drills are practiced and documented monthly. Since this is a school age program offered in a public school building, the program is exempt from the requirements for radon testing, annual heating inspections, and the need for a carbon monoxide detector.

PLAYGROUND

This program uses the school playground. Monthly inspections are documented however daily inspections are conducted. Any problems or issues would be reported to the custodian or the school principal.

TRANSPORTATION/FIELD TRIPS

Field trips are only taken on non-school days. A school district bus is used for transportation.

ADMINISTRATIVE RECORDS

All required postings are kept on a tri-fold board that is on the counter in the office where parents pick up their children.

Children files were not reviewed during this visit. Parents are required to sign up for child care electronically, and part of the information required is a statement of health and emergency contact information.

Staff files were not reviewed during this visit. The on-site supervisor reports she and all the staff have completed the DHS required Essentials training. All staff are current with CPR and First Aid.

Each year they review the school district's emergency policies and procedures.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

A before and after school program is convenient for parents and safe for the children because the children don't have to leave the premises after school. The children can see their friends before, during, and after school. The program offers structure and routine so the children always know what to expect.

There is a good partnership between the school staff and the child care staff. They can communicate and work together if a child is needing the consistent expectations from all adults. This is also helpful to the parents of a struggling child to know everybody is working together.

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

V. SPECIAL NOTES/RECOMMENDATIONS:

*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.

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