Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Mitchell Extended Day Program

Provider No.: 33192

Address: 111 Porter Ave, Des Moines, IA, 50315

County: Polk

Director's Name: Jessica Parsons

On-Site Supervisor:

Phone Number: 5152428548

E-Mail: Kristin.Rourk@dmschools.org

HHS Visit Date: 11/07/2025

Licensing Period: 10/01/2024 to 10/01/2026

Fire Inspection:

Date Inspected: 08/29/2024

Comments:

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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HOURS:	Year-round	School-Year	Summer Only
Sunday			
Monday		8:00 AM to 3:00 PM	
Tuesday		8:00 AM to 3:00 PM	
Wednesday		8:00 AM to 3:00 PM	
Thursday		8:00 AM to 3:00 PM	
Friday		8:00 AM to 3:00 PM	
Saturday			

Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			20		20
Summer					0

1. Basic Overview

Des Moines Public Schools have offered an early childhood program within the schools for many years. Children attend preschool for a morning or afternoon session then an extended day program (EDP) for the other part of their day. In 2014, this program become licensed by DHS. Kristin Rourk is the Director of Early Childhood Education. Jessica Parsons is the school principal and director of the program.

An unannounced visit was completed on today's date. All areas of HHS licensing rules were reviewed. Mandatory postings are in place by the classroom entrance. The classroom schedule is posted. A current lesson plan was posted. The classroom is well supplied with age appropriate furnishings, learning supplies and toys. The classroom has several learning centers in the classroom.

An unannounced visit was completed today. There were two staff working with the class. Nineteen children were present in the morning class. Children were seen in their class and in the gym during the visit. Children were observed during child directed activities, during circle time and during large motor play activities. Staff read books as a group activity. Staff were observed to be actively engaged with the children throughout the visit.

The school cafeteria staff prepares the meals for the preschool. The school participates in the federal food program. The morning class is served breakfast and lunch. The afternoon class is served lunch and afternoon snack.

The school's playground is age appropriate for the preschool. The school serves all preschool age children. The school staff maintain the playground.

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Des Moines Public Schools use their own buses for school transportation.

2. Identify Observed Strengths of the program

The center's classroom is well supplied with age appropriate supplies and furnishings. The children who attend this program are able to attend all day programming. Lead teachers of the EDP classrooms have a CDA or AA degree.

3. Identify the aspects that fall below the standard

109.7(2): Center directors and all staff have the required contact hours of training.
Des Moines Schools switched the training organization from Vector to Educational Impact, which isn't a training organization approved by HHS nor is it on the IACET Accredited list. Staff need to take the required training hours within HHS approved training organizations.

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.
Children from the morning class are in the gym from 11:15 - 11:45 am. Several school associates supervise the children during this time. These staff haven't completed HHS Child Care requirements, including SING and federal background checks.

109.9(2)d: 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.
Several children's files were missing required information.

109.9(2)i: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
Twenty one children's files are missing physicals.

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

Extended Day Programs have had a lot of challenges having complete administrative records, particularly concerning are the staff files. There are times staff files are incomplete and some times staff have had required information but it has to be located. This has been an ongoing concern and has been addressed repeatedly. The programs have been told repeatedly they cannot use staff that haven't completed HHS Child Care requirements. If there isn't improvement, the license will be changed to a provisional license.

5. Special Notes/Recommendations

*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 melinda.larson@hhs.iowa.gov) 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.

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Date: 11/13/2025

HHS Licensing Consultant: Melinda Larson, Child Care Licensing Consultant

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**.