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

Name of Center: Kiddie Academy of Urbandale **Enrollment:** 114 **License ID No. (Reapplications)** 51814

Street: 14101 Douglas PKWY **City:** Urbandale Iowa **Zip** 50323 **County:** Polk

Mailing Address: 14101 Douglas PKWY, Urbandale, IA, 50323

Director's Name: Haleigh Wade (pending paperwork submitted) **Phone Number:** 515-850-2900

On-Site Supervisor(s): Micaela Moriel (pending paperwork submitted) **E-Mail:** randi.schmitz@kiddieacademy.net

Date(s) of Visit: 07-07-2023

Licensing Visit X **Unannounced Visit** X **Off Year Visit** **Administrative Change**

LICENSING VISITS

New Application **Re-Application** X **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 05-02-2022

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

Date Inspected: 05-13-2022

Comments : For licensing, passing inspections are required at least every three years.

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: X Infants (0-23 mo.) X 2 Years X 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	48	24	80	30	182
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2022 to 08-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Nate Knepper **Date:** 07-10-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An off-year visit was conducted on 7/7/23. The pending on-site supervisor was present throughout the visit. The owner was present by phone towards the end of the visit.

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. The most recent COVID updates were also reviewed.

Kiddie Academy of Urbandale is a newer center that was given permission to open on 5/31/22. The center serves children ages six weeks in age to roughly 12 years in age using the Life Essentials Curriculum. The center is open year-round. There are a total of 11 classrooms.

Randi Schmitz is the owner of the center. Randi has past experience working in the child care field. Haleigh Wade is the pending director of this center . Micaela Moriel is the pending on-site supervisor of this center.

During the visit, children were observed in a variety of activities that included playing at the different learning stations set up in classrooms and washing their hands. Staff were engaged with children and their activities. Good dialogue was overheard between children and staff.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This is a new center that meets a need in the community. Enrollment has increased over the past year.

The center was very clean and nicely decorated. There was good lighting.

Good staff/child activities were observed throughout the visit.

Monthly staff meetings are held.

The center has a garden for children to grow some of their own food they will eat.

The center uses the online smart apps Tadpoles and Kares to better communicate with parents.

The center will be pursuing IQ4K and NAEYC.

The center has a large indoor play area when weather does not permit outdoor play or if the playground areas are being used by other classrooms.

There is a nice staff room for staff breaks. Staff are eligible for benefits.

The center employs a full-time cook.

Staff reportedly work well together.

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

109.4(2)h: Develop a policy to ensure that people do not have unauthorized access to children at the center. Include: Criteria for allowing people on the property when children are present. How people will be supervised or monitored. How responsibility will be delegated to staff. How the policy will be shared with parents.
This is still missing in the handbook. THIS IS A REPEAT ISSUE FROM LAST YEAR.

109.4(5): Child Care Centers and Preschool Licensing Standards and Procedures shall be available in the center and a notice stating a copy is available for review. Contact information of the child care consultant shall be included in the notice.
This consultant's contact information was not posted on the day of the visit at the main parent board.

109.6(1): Centers with multiple sites have a qualified director or on-site supervisor at all sites.
Information on the director's qualifications is submitted to consultant prior to employment and is sufficient to make a determination.
Center director meets qualifications or is "qualifiable" with a plan established to meet qualifications.
The center hired a new director, but this has not been officially reviewed or approved by this consultant.

109.6(2): Director or on-site supervisor on-site during the hours of operation or a minimum of six 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 hired an on-site supervisor, but this has not been officially reviewed or approved by this consultant.

109.9(1)b: All files contain: A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information. Copies of the results of Iowa records checks conducted. Copies of national criminal history check results. Any Department-issued documents sent to the center related to records check.
Number not in compliance: 1 staff person was just recently fingerprinted, but has worked at the center for over a month. This should have been completed prior to employment officially beginning. THIS IS A REPEAT ISSUE FROM LAST YEAR.

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: 0
Number not in compliance for dental: 1
Information lacking: All children enrolled at the center, regardless of age, need to have a doctor and a dentist listed. The name, address, and phone number should be included.

109.10(3)c: For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription.
There was one expired epipen in one of the classrooms.

109.10(15)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.
August 2022 and April 2023 fire drills were not documented. There were also six monthly tornado drills not documented. These cannot be missed. THIS IS A REPEAT ISSUE FROM LAST YEAR.

109.11(7)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.
Radon testing was due no later than one year from the center's permission to open date so this is past due.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.
This was missing on the day of the visit.

V. SPECIAL NOTES/RECOMMENDATIONS:

Last year, it was noted that the Discharge policy needs to be more complete. This was not checked at this year's visit.

An Access Policy was again emailed to the center as it was after last year's visit. One was also sent when other forms/etc. were sent prior to the center opening.

Monthly fire and tornado drills forms were again emailed to the center after the visit concluded like they were after last year's visit. School-age children should also have separate forms for their monthly drills.

This consultant again emailed his contact information after the visit concluded.

I-Power and IQ4K were discussed. All staff need to have I - Power profiles. The director and on-site supervisor forms were again emailed to the center after the visit concluded. These should be completed and sent back to this consultant via PDF email. After review and if the new director and new on-site supervisor (the on-site supervisor will meet qualifications per a conversation with this person at the visit), they will both need to request their respective roles in I - Power as well.

The CACFP smart phone app was introduced by this consultant to the new cook at the visit.

It was previously noted that the carbon monoxide detector is built in.

It was noted after last year's visit that the center has one year from their opening date (5/31/22) to have the HVAC serviced/inspected. This is an annual inspection. This was missing at the visit in 7/2023.

It was noted at last year's visit that the center has one year from their open date (5/31/22) to complete radon testing in all classrooms. These still have not been completed.
Radon levels need to be below 4.0 in all classrooms. If radon levels are below 4.0, the center can move to testing for radon at least every five years now. So long as radon levels remain below 4.0, they can remain on a five year plan. If at the next testing levels in any classroom come back 4.0 or higher, the center will have to have a mitigation plan, retest, and at least temporarily move back to testing every two years.

All new staff have 90 days from their start date to complete first-aid, CPR, Universal Precautions, Mandatory Reporter, and Essentials Training. It was noted that the center has a lot of new staff who are getting close to their first 90 days of employment.

It should be noted on the center's monthly food menus that milk is served with all AM snacks as well as lunch. This was also mentioned at last year's visit.

The center will need to make sure they are mixing the sanitation solution different from the disinfecting solution. Diaper changing tables need to be disinfected which has a different mixing solution.

A corrective action plan is being requested from the center within 10 business days of receiving this report in regards to when the below standards will be corrected and how they will be maintained so they don't continue to be issues. It is very important that fire and tornado drills are not missed. They should be practiced and recorded monthly.

*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.