Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Urbandale Adventuretime-Olmsted Elementary

Provider No.: 16659

Address: 7110 Prairie AVE, Urbandale, IA, 50322

County: Polk

Director's Name: Jake Leonard

On-Site Supervisor: Carissa Bragg, Donna Williams, Kerri Ehlers

Phone Number: 5153136550

E-Mail: leonardj@urbandaleschools.com

HHS Visit Date: 09/29/2026

Licensing Period: 11/01/2025 to 11/01/2027

Fire Inspection:

Date Inspected: 09/24/2024

Comments: State Fire Marshal inspections are due at least every three years. THE CENTER WILL BE DUE FOR ANOTHER INSPECTION NO LATER THAN 9/2027.

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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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
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	30	170	200
Summer					0

1. Basic Overview

An off-year inspection was conducted ono 9/29/26. On-site supervisor, Donna Williams, was present throughout the entire inspection.

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 - Olmsted Elementary was given permission to open under HHS (formerly known as DHS) supervision on 8/18/14. Previous to being licensed by HHS, the program was licensed by the Dept. of Education. The former school was torn down and a new school was built that the program moved into (same name) in 8/2021.

This programs serves Wrap-around children as well as school-age children. There is year-round programming for the Urbandale Adventuretime programs, but only during the school year are children present at this specific location. Summer programming and no school days, programming is held at Valerius Elementary 6:30am - 6:00pm. This is one of four Adventuretime programs. The school year schedule is typically 6:30am- 9:00am (10am on Mondays) and then again 3:40pm - 6:00pm. This program uses several areas - preschool rooms 1411, 1412, and 1402 (1412 only one currently in use) , the cafeteria, commons area, gym, and makers space area (currently not being used). Total child enrollment on the day of the inspection was 85 children.

The center caps their capacity at 200 children. The capacity of areas used are as follows:
Art room: 28 children (approved for space previously but not in use)

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Cafeteria: 171 children
Gym: 185 children
Makers room: 34 children
PreK 1411: 34 children
PreK 1412: 34 children
PreK 1402: 22 children

The center is overseen by a Board. The director of all four Adventuretime programs is Jake Leonard as of 12/2021. Jake has a BA degree and past experience working in child care before/after school programs. On-site supervisors at this location are Carissa Bragg, Donna Williams, and Kerri Ehlers. All three individuals meet the qualifications for on-site supervisors.

NUTRITION: The school is providing all meals (AM snack, PM snack, lunches) year-round through their nutrition department. Food storage was sufficient. Menus met CACFP requirements and the food menu was posted for the month.

TRANSPORTATION/FIELD TRIPS: The program contracts with the school district and takes a school bus and bus driver. For all transportation, a first-aid kit and children's emergency contacts are taken along. Parents sign an annual permission form for field trips.

PLAYGROUND: There are two playgrounds and these are used based on the ages of the children. There was one area of the older children's playground where the poured in place rubber was in need of repair. There was also a Plexiglas globe that was cracked on the older children's playground's main climbing structure. The on-site supervisor stated a work order has been placed for the Plexiglas globe. Both playgrounds also have a blacktop area. The older children's playground has a large and open grassy area. Trees and the building provide some shade. Monthly playground checks are being conducted.

During the inspection, preschool children were located in the commons area with their staff and engaged in free-choice play. Other children were divided up between the cafeteria and outdoor playground. In the cafeteria, children were divided up into smaller groups and engaged in free-choice play. Outside ,children were divided up and playing in the different areas described above. Staff will need to ensure they can see children in the back hallway off the cafeteria and near the restrooms.

For more challenging child behaviors, the director and the on-site supervisors stress working together as a team and having good communication. This includes communication and teamwork with parents and children so that parties are on the same page in regards to these behaviors and getting them to decrease over time. The center has access to other school supports and outside supports as well if needed. Child groups are kept smaller if possible throughout the day. Schedules are adjusted if needed. Children have access to a calm down corner as well if needed.

2. Identify Observed Strengths of the program

The director has past experience working in a school-age program and is organized. The on-site supervisors are organized.

The director believes he has strong on-site supervisors with good leadership skills.

There is a good mix of mostly tenured and a couple new staff at this location.

All staff wear Adventuretime shirts or Adventuretime badges which makes staff more easily identifiable.

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

The center is involved with QPPS.

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

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Monthly staff meetings are held at this location. The director also has quarterly meetings/contact with other western before/after school program directors.

The program moved into the brand new school building in 8/2021.

There is a lot of storage space.

Staff and child files were nicely organized.

3. Identify the aspects that fall below the standard

109.7(1): All staff (within first three months of employment):Iowa's training for the mandatory reporting of child abuse. At least one hour of training regarding universal precautions. Certification in First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained. Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute, or MEDIC First Aid or an equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained. Minimum health and safety trainings, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
1. One staff member completed Esssentials training, but it was completed after the 90 day timeframes.
2. One staff member is not yet done with Essentials. These are significantly past due. This staff person will have until Friday, October 9th to have these completed.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. Sufficient cooling. Equipment placed in the program area is maintained so as not to result in injury to the children.
All cleaning products should be inaccessible to children even when not in use.

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

Custodial staff and center staff should always keep all cleaning products inaccessible to children while they are being stored.

One staff member has until 10/9/26 to complete Essentials training in order to continue working shifts.

5. Special Notes/Recommendations

Radon testing was conducted 9/3/24 - 9/5/24. Radon levels came back below the 4.0 cutoff. Because levels were 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.

The boiler inspection on file expires at the end of 6/2027.

As mentioned above, staff will need to ensure they can see children in the back hallway off the cafeteria and near the restrooms.

I-Power was again discussed at the inspection. Staff should continue to upload their training certificates and it is also recommended keeping hard copies of training certificates for their files. Mandatory Reporter will always have to be manually uploaded into individual files in I - Power.

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Date: 09/30/2026

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**.