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

Name of Center: The Tree House at Northview **Enrollment:** 224 **License ID No. (Reapplications)** 46653

Street: 205 NW 18th ST **City:** Ankeny Iowa **Zip** 50023 **County:** Polk

Mailing Address: 205 NW 18th ST, Ankeny, IA, 50023

Director's Name: Mindy Seeman/Missey Michel **Phone Number:** 515-777-3791

On-Site Supervisor(s): Amanda Zust/Sammi Orndorff **E-Mail:** melinda@treehouseglc.com

Date(s) of Visit: 03-12-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 03-01-2024

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

Date Inspected: 11-03-2022

Comments : Fire inspections due at least every three years; the fire inspector had been out shortly before this visit, but had not provided an inspection report.

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 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	151		223
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 04-01-2024 to 04-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SWIV **Date:** 03-13-2024

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced full-licensing visit was completed 3-12-24. On-Site Supervisor Sammi and Emily were present through different parts of this visit.

This center is located on the northeast side of Ankeny. It was built specifically to be a child care center, and opened on 2-1-16. This is one of four centers owned and operated by two sisters, Mindy Seeman and Missey Michel. They are both qualified to be directors. They both taught in elementary school and were finding children were not coming prepared with some basic academic and social skills, and they thought they could address these issues if they could work with children younger than school age. They bought their first center in 2008, and opened up a small school age only program in 2014 and a second school age only program in 2018.

This center provides care for infants up to preschool age children. Since opening their second school age only program last school year, this center no longer provides for all day school age care. They are open from 6:30 am-6:00 pm.

Each site has at least one on-site supervisor; the larger centers have two on-site supervisors. Amanda Zust and Sammi Orndorff are the on-site supervisors at this center and both meet qualifications for this position. Amanda has a Bachelor's degree in Health Studies and prior daycare experience. Sammi has an associate’s degree in early childhood education as well as several years of experience in a childcare setting.

All areas of the program were observed. These areas observed consisted of classroom observations and activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Room observations/activities: Rooms are in ratio; with staff having good structure in the rooms for both group activities and independent play. This center pulls lesson from Iowa Early Learning standards, that are theme based. Lesson plans are posted upon entry in the classrooms. The center uses the tadpoles application to communicate with parents. The classrooms were nicely organized and contained a variety of activity centers and toys. Very good handwashing technique/changing process was observed in the roly polies rooms (infants). Some discussion did take place with regard to other rooms needing to increase the frequency of clean/sanitizing changing tables and removing items in the 2's restrooms from the immediate area around the toilet to maintain sanitization. This center uses an approved sanitizer and soapy water to clean.

Nutrition Practices: There is an on-site kitchen with dedicated kitchen staff. Menus are crafted by supervisor and appear in-line with CACFP guidelines. Menus are posted; and meals/snacks are served family-style in the classrooms. The kitchen storage was organized and clean. The kitchen was clean even as the kitchen staff prepared lunch.

Health and Safety: Medications are stored securely when needed; there are handwashing signs posted in the restrooms and sinks. There are readily accessible first aid kits in the classrooms. Radon was tested in 2022, and was below the 4.0 cutoff and is now due again in five years. Heating and cooling was last inspected in March 2023, the center is on an annual rotation. The center has carbon monoxide detectors in rooms, hallways. Tornado plans were posted in all rooms except the

4/5's rooms. Fire and Tornado drills the on-site supervisor indicated were completed but not documented completed from April 2023-Dec 2023.

Playground: The playground is enclosed with fencing that is wrought iron and composite privacy fencing. There is shade extending from the building and also on the medium sized play structure. The play structure has safety surfacing of pour in place; the other areas are surfaced with artificial turf. The playground was in good condition and heavily used.

Transportation/field trips: the centers share access to vans and busses. They are maintained by Hilltop.

Administrative review: Information for mandatory reporting, license and non-smoking signs was posted. The center was sent an updated consultant contact flier. There were 10 child files reviewed, which contained all required information. Eight staff files were reviewed; Two were missing repeat background (FBI/fingerprint) checks, one was missing a physical form; with one staff missing an updated certificate of completion for CPR/1st Aid.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Missey and Mindy believe their strength is getting children educationally ready for school. They both have a background in teaching elementary school, and they know what skills children should have when entering kindergarten. They know what the Ankeny Schools expect children to know when they start, and The Tree House strives to meet those expectations.

The staff work well together, they are very professional, and proud of what they do. The staff support each other and work to develop relationships with families.

Missey and Mindy do lots of little things to let their staff know how they are appreciated.

The center has a strong reputation in the community and enrollment is always high.

The center has good communication with families and sends out a monthly newsletter. The center knows their families well and establishes a good rapport with families and the children they serve.

The classrooms are well furnished and well supplied. The classrooms are clean and allow for ease of movement and play.

The center has a secure entrance.

The administrative team works well together and they are a strong team.

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

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: 2
Discussion took place regarding repeating background checks immediately. The on-site supervisor was working toward the completion of both during the visit as well.

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
Number not in compliance: 1
The on-site supervisor stated that the staff missing a physical form was from out of the country and was having difficulty obtaining records. This staff is set to travel and is expected to obtain this information or set a new physical exam appointment.

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.
The on-site supervisor stated emergency drills had been completed but were missing documentation. Documentation of completion was missing from April 2023 through December 2023; in the 4/5's room, the emergency evacuation diagram was missing.

V. SPECIAL NOTES/RECOMMENDATIONS:

Radon testing is now required every five years if radon testing is under 4.0. The center last completed radon testing in November of 2022 and all rooms tested fell below the 4.0 cutoff.

The menus reflect the center is following CACFP guidelines.

The center will ensure all staff files are up to date with current certificates and background checks completed timely, as well as staff physicals.

*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.