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

Name of Center: The Study Loft By Tree House **Enrollment:** 50 **License ID No. (Reapplications)** 44221

Street: 110 NW 9th ST **City:** Ankeny Iowa **Zip** 50023 **County:** Polk

Mailing Address: 2401 W 1st ST, Ankeny, IA, 50023

Director's Name: Missey Michel/Mindy Seeman **Phone Number:** 515-965-5505

On-Site Supervisor(s): Katie Swick **E-Mail:** melinda@treehouseglc.com melissa@treehouseglc.com

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

X **Licensing Visit** **Unannounced Visit** X **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: 05-09-2022

Comments : Staff stated the fire inspector had been out to the site in March 2024, but had not yet provided a 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: Infants (0-23 mo.) 2 Years 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				53	53
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; present for the visit was site supervisor Katie Swick..

This is a school age only program that is owned by Mindy Seeman and her sister Missey Michel. They also own three other centers named The Tree House, The Tree House at Northview and the Study Loft at Autumn Crest. Mindy and Missey both taught in elementary school and felt the children were not coming in with basic skills they should have. They felt they could have a positive impact on the learning of young children, so they left their teaching jobs and opened up their first daycare center in 2008. In 2014, they opened up this school age only site in a small building. In 2016 they opened up another child care center that serves all ages. In 2018, they opened up another Study Loft at Autumn Crest.

Missey and Mindy have director qualified on-site supervisors at each of their four programs and these on-site supervisors are in charge of the day to day operations.

The on-site supervisor at this center is Katie Swick. Katie has a Bachelor's degree in Elementary Education. Katie was the On-Site Supervisor at the other Study Loft for almost two years and prior work experience in childcare. Katie meets qualifications for this role.

The Study Loft opened in October of 2014. They had the opportunity to expand into an adjoining suite, so in the fall of 2015 they were able to remodel the adjoining suite and increase their capacity from 26 up to 53 children. Late start Wednesday mornings are the only mornings they are open before school. After school care is offered M-F from 3:15-6:00 pm. On non-school days and during the summer all day care is offered from 6:30 am-6:00 pm.

Room observations/Activities: Rooms are in ratio; (staff and children were outside playing during visit). There is a good variety of age appropriate activities along with a computer lab available at this center. Rooms were clean and nicely organized. Four restrooms are available and all were clean with necessary sanitary supplies.

Nutrition practices: There is an on-site kitchenette; on non-school days the children bring their own lunches; the center provides breakfast and snacks daily that are in-line with CACFP. Snack or other food items are occasionally prepared at another site and transported for the children at this site.

Health and safety: Medications are kept secure. Handwashing posters were in all restrooms and by the sink. The first aid kit was easily accessible; The center also had an updated disaster plan. Tornado/fire plans are posted and drills are documented to have been completed. Radon testing is pending at this site visit. There are carbon monoxide detectors located around the center.

Playground: This site uses a large green space that belongs to the school that is immediately adjacent and to the rear of this center. The summer program often has planned field trips and structured activities inside as well.

Transportation: There are several busses and vans that are shared between sites.

Administrative review: Posting with information on mandatory reporting was missing and the site supervisor was provided a flier; Postings with the license, consultant contact, non-smoking signs and tornado/fire exit plans were posted. Two child files were reviewed and contained all required information; two staff files were reviewed--with one staff missing CPR certificate of completion (the site director indicated the training was just completed and no certificate was available at the time of the visit. One file was missing a physical form.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The environment of the Study Loft does not have a child care center feel at all. Instead it is a place with a game and TV room, a library area, an area for yoga and exercise, and just space to spread out and hang out with friends. The children tend to act more responsible and grown up when attending this site. They know it is a privilege and they are the lucky ones if they get to attend this site.

Time is allowed each day for children to do their homework or read. The staff are able to help with homework if needed. Parents appreciate this because sometimes activities get in the way of time at home to do homework.

The center is able to be flexible with families.

The center offers several field trips in the summer and is able to take the children to several different activities. The center has a good summer program.

The center does STEM projects with the children and will conduct labs in the summer months. The center sends home sheets with the parents about skills and needs for each child.

The center sends out a monthly newsletter and also has a Facebook page and a website. In the summer months the center uses the Tadpoles App which allows parents to have up to the minute information about their child during the day.

The center has a secure entrance.

The center has a good reputation in the community. Their enrollment is high and they will be fully enrolled in the summer.

The staff keep the children engaged. The staff are reliable.

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

109.4(3)b: Postings are required for:Mandatory reporter requirements.Notice of availability of handbook.Program activities.These shall be posted in area frequented by parents or public.

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

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
Number not in compliance: 1

V. SPECIAL NOTES/RECOMMENDATIONS:

Radon testing is now due every five years if the test is below the 4.0 cutoff. The center last conducted radon testing in March of 2023 and the rooms tested fell below the 4.0 cutoff. Radon testing, although pending now, is not due until 2028.

The program is able to use the large green space at the middle school, which is in the back of the building. The program has a good relationship with the school and the school keeps the area clean and mowed and available for the children.

*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.