Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Altoona Campus Kids Klub-Mitchellville Elementary

Provider No.: 45880

Address: 308 Elm AVE NW, Mitchellville, IA, 50169

County: Polk

Director's Name: Ashley Hejlik

On-Site Supervisor: Jennifer Robertson

Phone Number: 5154029805

E-Mail: Ahejlik@altoonacampus.com

HHS Visit Date: 03/24/2026

Licensing Period: 03/01/2025 to 03/01/2027

Fire Inspection:

Date Inspected: 08/08/2024

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

CHILD CARE CENTER ANNUAL EVALUATION

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General				100	100
Summer					0

1. Basic Overview

The Altoona Campus Kids Klub - Mitchellville is one of seven Altoona Campus school age programs. This center opened the fall of 2015. The center provides before and after school care for children who attend this school. The center primarily uses the cafeteria and gym for programming space. They also use the school's playground. Ashley Hejlik is the Administrative Director of the Altoona Kids Klub Programs. Ashley has been in this role since September 2017. She has been with Altoona Kids Klub since 2012. Jennifer Robertson is the on site supervisor. She has been in this role since August 2021. Jennifer has been employed with Kids Klub since 2018.

An unannounced visit was completed visit. All areas subject to HHS licensing rules were reviewed. Mandatory postings are in place. The center's schedule was posted. A current lesson plan was posted. The center is able to store their supplies and toys in a closet and bins. Children's belongings are kept in individual baskets in the hallway. The center has activities and games set out in the cafeteria.

Sue Brose assisted with today's visit. There was one additional staff working. Eighteen children were in attendance. Children were observed during individual reading time, group time, snack and child directed time. The group watched a video about butterflies then discussed the video together. There was a craft where children could make a butterfly today.

The center serves snack during after school programming. Today's snack was Simply Yoplait Gogurt and Tiger Bites. The yogurt is CACFP credible but the center hasn't given the children the correct serving size.

The center uses the school's playground. The school staff maintain the playground. The center completes playground

checks.

Transportation isn't provided during the school year.

2. Identify Observed Strengths of the program

Jennifer, the on site supervisor, has been employed with Altoona Campus Kids Club, for several years. The center has a nice amount of toys and learning materials for the amount of children being served. Children have the opportunity for large motor play activities through the use of the playground and the gym.

3. Identify the aspects that fall below the standard

109.13(1 and 2): Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines.Staff shall provide supervision at table during snacks and meals.Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep.Menus shall be made available to parents and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.
The center needs to ensure the correct serving size is given when serving Simply Yoplait GoGurt.
Ashley Hejlik reviewed the serving size with the on site supervisors to ensure children are getting the correct serving size.

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

NA

5. Special Notes/Recommendations

The center has a full license.

*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.

Date: 04/09/2026

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**.