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

Name of Center: Mitchell Extended Day Program **Enrollment:** 37 **License ID No. (Reapplications)** 33192

Street: 111 Porter Ave **City:** Des Moines Iowa **Zip** 50315 **County:** Polk

Mailing Address: 2100 Fleur Drive, Des Moines, IA, 50321

Director's Name: Jessica Parsons **Phone Number:** 515-242-8548

On-Site Supervisor(s): DeAnna Gilpin **E-Mail:** Kristin.Rourk@dmschools.org

Date(s) of Visit: 09-19-2024

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:** 08-07-2024

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

Date Inspected: 08-29-2024

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: Infants (0-23 mo.) 2 Years X Preschool-Age School-Age

Get-Well Evening Care Special Needs

SCHEDULE: Year-round X School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			20		20
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 10-01-2024 to 10-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Melinda Larson, Child Care Licensing Consultant **Date:** 09-20-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Des Moines Public Schools have offered an early childhood program within the schools for many years. Children attend preschool for a morning or afternoon session then an extended day program (EDP) for the other part of their day. In 2014, this program become licensed by DHS. Kristin Rourk is the Director of Early Childhood Education. Jessica Parsons is the school principal and director of the program.

An unannounced visit was completed on today's date. All areas of HHS licensing rules were reviewed. Mandatory postings are in place by the classroom entrance. The classroom schedule and lesson plan were posted. The classroom is well supplied with age appropriate furnishings, learning supplies and toys. There are several learning/interest centers in place.

An unannounced visit was completed today. DeAnna Gilpin, the lead teacher, and an associate were working today. The morning class was observed. There were eighteen children present. Children were observed during lunch time and during transition times.

The school cafeteria staff prepares the meals for the preschool. The school participates in the federal food program. The morning class is served breakfast and lunch. The afternoon class is served lunch and afternoon snack. Lunch today was chicken crispitos with salsa, green beans, watermelon and milk.

The school's playground is age appropriate for the preschool. The school serves all preschool age children. The school staff maintain the playground. The center staff complete monthly playground checks.

Des Moines Public Schools use their own buses for school transportation.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center's classroom is well supplied with age appropriate supplies and furnishings. The children who attend this program are able to attend all day programming. Lead teachers of the EDP classrooms have a CDA or AA degree.

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

109.9(1)a: All files contain statement signed by staff indicating whether they have a criminal conviction or founded child/dependent adult abuse.
This state form wasn't in staff files.

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.
The new staff didn't have a physical completed.

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.
Some children's files didn't have this required information included in their online files.
The center is going through all children's files to ensure all required information is completed.

V. 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 mlarson@dhs.state.ia.us) 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.

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