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

Name of Center: Drake University Head Start - St. Timothy's **Enrollment:** 15 **License ID No. (Reapplications)** 52469

Street: 1020 24th Street **City:** West Des Moines Iowa **Zip** 50266 **County:** Polk

Mailing Address: 3600 Merle Hay Rd Ste 323, Des Moines, IA, 50310

Director's Name: Lisa Proctor **Phone Number:** 515-271-1854

On-Site Supervisor(s): Tracy Bolander **E-Mail:** lisa.proctor@drake.edu

Date(s) of Visit: 05-09-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 03-07-2024

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

Date Inspected: 02-06-2024

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: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			17		17
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2024 to 02-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Melinda Larson, Child Care Licensing Consultant **Date:** 05-17-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Drake University Head Start - St. Timothy's opened in March 2024. The preschool is located in one classroom in St. Timothys. This preschool serves children ages three to five. Tracy Bolander is the lead teacher. Tracy has been employed with Head Start since 2008. Tracy has a Bachelors degree in Early Childhood Education. The assistant teacher is Felizarda Marcos. She has been employed with Head Start since 2023.

An unannounced visit was completed on today's date. All areas subject to HHS licensing rules were reviewed. Mandatory postings are in place. A class schedule and current lesson plan, "Insects" are posted. The classroom has labeled learning centers. The classroom has developmentally appropriate furnishings, toys and learning supplies.

Tracy was present and she assisted with today's visit. Felizarda was also working today. There were thirteen children present today. Children were observed during group time, child directed play and during lunch.

The center serves breakfast, lunch and afternoon snack. The center gets lunches from West Des Moines Schools. Menus reflect the center follows CACFP requirements. Lunch served today was cheese omelettes, pancakes, sweet potatoes fries, strawberries and milk.

The church has an existing playground. Head Start has plans to remodel that playground. Playground checks are completed by staff.

The center doesn't provide transportation.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Head Start Preschools are well supported. The classrooms have many learning centers that are filled with age appropriate learning and play materials. Children benefit from Head Start's ability to have other early childhood professionals participate and support children's educational and health needs. Head Start Programs do a good job maintaining administrative records.

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

There were no licensing violations cited during the visit.

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 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.