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

Name of Center: ACPC-Fellows **Enrollment:** 29 **License ID No. (Reapplications)** 18044

Street: 1235 20th St **City:** Ames Iowa **Zip** 50010 **County:** Story

Mailing Address: 920 Carroll Ave, Ames, IA, 50010

Director's Name: Melissa Sanow/Joe Thien **Phone Number:** 515-233-2901

On-Site Supervisor(s): Jerad Dooley **E-Mail:** director@acpc-childcare.org joe@acpc-childcare.org

Date(s) of Visit: 02-16-2024

X **Licensing Visit** **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:** 01-11-2024

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

Date Inspected: 03-15-2024

Comments : Fire inspections are due at least every three years.

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 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*
Sunday			
Monday	7:00 AM to 6:00 PM		
Tuesday	7:00 AM to 6:00 PM		
Wednesday	7:00 AM to 6:00 PM		
Thursday	7:00 AM to 6:00 PM		
Friday	7:00 AM to 6:00 PM		
Saturday			

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General				296	296
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2024 to 03-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SWIV **Date:** 03-04-2024

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An full licensing visit was completed on 2-16-24 Joe Thien, the program coordinator, was present throughout the visit.

This is one of the eight ACPC child care programs. This site is located in Fellows Elementary School. Melissa (Missy) Sanow is the executive director for all of the ACPC sites, starting in this role in September of 2022. Missy has a Bachelor's degree in Early Childhood Education and twenty years of prior experience in the childcare field, including prior director experience. Joe Thien is the school age program coordinator for all of the school site programs and is listed as co-director. Joe has a Bachelor's degree in Elementary Education and has prior experience in this field. Each school site has an on-site supervisor who meets the 75 points required for the position. Currently this site has Jared Dooley.

This site is licensed for year round care and offers after school programming as well as full day programming when school is not in session. Traditionally the children in grades 2nd to 5th go across the street to the Northminster site and children in grades K to 1st grade receive programming at this site.

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. .

The program can use the cafeteria, the gym, art room and music room for programming space; as well as space in the 2-3 wing and the area by the 4-5 grade stairs of the school The area in the 2-3 wing can hold 57 children and the area by the 4-5 stairs can hold 49 children. The program mainly uses the cafeteria and gym, however having access to the other areas of the school is a benefit, especially in the summer and when wanting to spread out into smaller groups.

The program provides snack and milk that is served family style. For the day camp in the summer/off school days the participants bring their own lunches.

There is a backpack filled with first aid items. Medication is stored securely and administered by staff.

Emergency Drills were posted and documented as completed monthly as required. Playground checks were documented as completed monthly as required.

The playground, although utilized by this program, is maintained by the school and is 1-2 years old, in good repair.

ACPC BASP's utilize CYRIDE for transportation for field trips.

Posting with information for Mandatory reporting, handbook accessibility, license, consultant contact and emergency plans was observed conspicuous as required.

Nine child files and one staff file was reviewed. All necessary information present in the files.

The Ames school district changed the start time for school this school year and the program no longer provides for before school care.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

ACPC continues to provide a stable and consistent program to the community and the families they serve. Many of these children started with ACPC when they were two and three years old, and have always used them for child care.

All of the ACPC sites follow the same structure and schedule so staff and children know what to expect.

The program has a secure entrance.

There are staff profiles posted on the board at the program to get to know staff better.

The director, Joe, continues to seek out community opportunities and engagement for the children.

The program offers Reading Buddies through the Raising Readers program in Story County.

The staff are engaged in the program and are good at providing structure. Staff have developed strong relationships with the children and families. Staff take initiative and are good problem solvers.

The program uses PBIS and staff are trained in PBIS.

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

There were not aspects of operation identified that fall below the standards reviewed.

V. SPECIAL NOTES/RECOMMENDATIONS:

The snack menu reflects the program is following CACFP guidelines.

This program staff has good structure, with large group and small group activities available. Staff were consistently observed to be positive and responsive to 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.