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

Name of Center: Altoona Campus Kids Klub-Centennial **Enrollment:** 29 **License ID No. (Reapplications)** 28338

Street: 910 7th AVE SE **City:** Altoona Iowa **Zip** 50009 **County:** Polk

Mailing Address: 1500 8th ST SW, Altoona, IA, 50009

Director's Name: Ashley Heljik **Phone Number:** 515-531-0699

On-Site Supervisor(s): Jami Schillinger **E-Mail:** Ahejlik@altoonacampus.com

Date(s) of Visit: 04-05-2023

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:** 07-27-2021

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

Date Inspected: 04-26-2021

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 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				80	80
Summer				105	105

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2023 to 05-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Melinda Larson, Child Care Licensing Consultant **Date:** 04-24-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

The Altoona Campus Kids Klub - Centennial is one of six Altoona Campus school age programs. This center has been open since 1994. The center primarily uses the school's cafeteria and gym for programming. The center also uses the playground. The school has secured entrances. Ashley Heljik is the director of all the Altoona Kids Klub centers. She has been the director since October 2017. Ashley has been with Altoona Campus since 2008. She served as the Program Coordinator prior to becoming director. Jami Schillinger is the on site supervisor. Jami started with Altoona Campus Kids Klub in April 2019. Jami has several years of experience working with children at previous child care centers prior to coming to this center.

An unannounced visit was completed on today's date. All areas subject to HHS rules licensing rules were reviewed. Mandatory postings are in place at the center's entrance. The schedule and lesson plan were available and posted. The cafeteria has interest centers set up throughout the cafeteria. Games, various toys and learning supplies are available for the children. Children are able to keep their belongings in individual baskets.

Jami was present and she assisted with the visit. One additional staff person was working with Jami. Twenty children were present today. Children were observed doing child directed play activities. Children were playing in the gym and in the cafeteria. Children were able to do two craft activities and they were also having a coloring contest during programming today. The staff were assisting and interacting with the children throughout the visit.

The center serves snack after school. The children are able to eat breakfast from the school cafeteria prior to school. Menus reflect CACFP requirements are being followed.

The center uses the school's playground. Monthly checks are completed by center staff. The school maintains the playground.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ashley Heljik has been employed with Altoona Kids Klub for several years. The center has good lesson planning and children have different learning opportunities weekly. Children are offered large motor play activites on a daily basis through the use of the school's gym and playground.

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

109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse.At least one hour of training regarding universal precautions and infectious disease control.Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child,

and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross,American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department.A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
One staff didn't complete Universal Precautions training in the required time frame.

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
One staff had stopped working at the daycare and came back. The staff didn't have record checks completed upon her return to employment.

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.
One staff is overdue for Universal Precautions training.

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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