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

Name of Center: The Clubhouse Learning Center **Enrollment:** 80 **License ID No. (Reapplications)** 28291

Street: 1932 SW 3rd ST STE 1 **City:** Ankeny Iowa **Zip** 50023 **County:** Polk

Mailing Address: 1932 SW 3rd ST STE 1, Ankeny, IA, 50023

Director's Name: Allison Ware-Gilffredi **Phone Number:** 515-965-4219

On-Site Supervisor(s): Courtney Krambeck **E-Mail:** Allison_ware2394@hotmail.com

Date(s) of Visit: 02-21-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 01-04-2023

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

Date Inspected: 06-08-2022

Comments :

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

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X 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	19	11	53	44	127
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2023 to 03-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SWIV **Date:** 02-21-2024

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year visit was completed 2-21-24. The director was present for the entire visit.

The Club House Learning Center opened at this location on March 2, 2009. This is a site that has been used as a couple of different child care programs in the past. They offer care for children ages 6 weeks through 10 years old. They offer before and after school care. Hours of operation are 6:30 am-6:00 pm Access to center is through entering a door code or ringing the bell. Allison Ware became the owner/director in July of 2017, purchasing the center from the previous owner/director. Allison worked at the center for 8 years prior to becoming the owner/director. Courtney Krambeck is the assistant director as of May, 2023. Courtney has an associate's degree and previous childcare experience. Both meet qualifications for their positions.

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.

Room observations/Activities: There are seven areas used for childcare, five are in enclosed classrooms in the main building. The center added an additional school age space last year in a suite located in the same strip mall, which was observed in Aug 2023. The center uses the Creative Curriculum and Handwriting without Tears curriculum. The Bright wheel application is used to communicate with parents. The staff are in ratio. The classrooms are nicely arranged and have a variety of age/developmentally appropriate play centers/toys. The staff were observed to maintain structure in the classrooms and for the children to be content. There is ready access to restroom and handwashing facilities.

Nutrition Practices: There is an on-site kitchen and dedicated kitchen staff that prepare meals/snacks. The menu is completed by the director. The center is not participating in the food program, however menus continue to be in in-line with CACFP guidelines for nutrition and rotate about every four weeks. Meals and snacks are served family-style in classrooms. The kitchen is awaiting updated lower cabinets and the kitchen was very clean/organized. The kitchen and center have new flooring. Storage and refrigeration also very clean and organized.

Health and safety: Medication is stored in a secured medication box under the kitchen sink; only accessible by staff. Handwashing posters were hung. Discussion took place to reminding staff to be washing children's hands after diapering or reminding children to wash hands after using the restroom independently. Cleaning chemicals are stored securely as well. First aid kits are available/easily accessible. Tornado and Fire exit plans were posted; and drills were documented completed monthly as required. Radon was tested 2022 and fell below 4.0. HVAC is professionally maintained. There are four furnace units; one was replaced in 2022 and another in 2023. The center has a carbon monoxide detector on site.

Transportation: The center has two 12-passenger vans and one 13 passenger van that is inspected/maintained by Karl Chevrolet.

Administrative review: Posting for mandatory reporter, handbook accessibility, consultant contact, license, fire/tornado emergency exit plans and non-smoking signs were observed. There were nine child files reviewed; with two missing emergency dentist information; and discussion of the need of updating annually. There were five staff files reviewed; two SING checks were outdated and updated during this visit; one file missing National (FBI/Fingerprint) checks; and one file indicating the employee needed to have a work physical completed. The center has an established policy.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center has a relaxed and cozy atmosphere.

The center has long-term staff.

The center has a Facebook page and a Website. The center sends out monthly newsletters to parents.

The center also has good communication with parents. They use the Bright Wheel app which allows for real time information and communication.

The center has a secure entrance.

The center received grant money to purchase tablets to keep communication real-time with parents.

The staff have strong relationships with the parents and children.

The center has a waiting list for infants and good enrollment. The addition of the school age classroom has been beneficial to families in the community.

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.
Number not in compliance: 5

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.
Number not in compliance: 3

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.
Number not in compliance: 1

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.
Number not in compliance for dental: 2

109.10(8): Children's hand washing: Center shall ensure staff assist children in personal hygiene. For each infant or child with a disability, a separate cloth for washing and one for rinsing may be used in place of running water. Children's hands shall be washed:Immediately before eating or participating in food service activity.After using the restroom or being diapered.After handling animals.

V. SPECIAL NOTES/RECOMMENDATIONS:

This center was clean and nicely organized; with staff that were engaged with interactions with the children or leading activities.

Radon testing is now required every five years. The last radon testing was completed in September of 2022 and fell below the 4.0 cutoff.

The center had a new furnace installed in January of 2022 and a furnace inspection was completed in December of 2022 and another new furnace unit in 2023.

The director will ensure the staff file is up to date with a physical completed.

Discussion took place regarding the need to be diligent with the handwashing technique especially during a time of high rates of communicable disease.

The director was provided with the Employee-Volunteer-Substitute statement form for all employees to review and sign.

*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.