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

**Name of Center:** Altoona Campus Kids Klub-Mitchellville Elementary **Enrollment:** 22 **License ID No. (Reapplications)** 45880

**Street:** 308 Elm AVE NW **City:** Mitchellville Iowa **Zip** 50169 **County:** Polk

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

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

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

**Date(s) of Visit:** 03-02-2023

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:** 12-07-2021

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

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

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Age | Capacity |
|---|---|---|---|---|---|
| General | | | | 100 | 100 |
| 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:** Melinda Larson, Child Care Licensing Consultant **Date:** 03-03-2023

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

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

The Altoona Campus Kids Klub - Mitchellville is one of seven Altoona Campus school age programs. This center opened the fall of 2015. The center provides before and after school care for children who attend this school. The center primarily uses the cafeteria and gym for programming space. They also use the school's playground. Ashley Hejlik is the Administrative Director of the Altoona Kids Klub Program. Ashley has been in this role since September 2017. She has been with Altoona Kids Klub since 2012. Jennifer Robertson is the on site supervisor. She has been in this role since August 2021. Jennifer has been employed with Kids Klub since 2018.

An unannounced visit was completed visit. All areas subject to DHS licensing rules were reviewed. Mandatory postings are in place. A monthly letter was posted. The weekly lesson plan, Dr. Seuss' birthday, was posted. The center is able to store their supplies and toys in a closet and bins. Children's belongings are kept in individual baskets in the hallway.

Jennifer and the second staff, Sue, were working today. There were sixteen children in attendance at the beginning of the visit. Children were observed in the cafeteria and the gym. Children were observed having snack, during child directed activities and a group activity. Games and activities were set out in the cafeteria. The staff were actively engaged with the children's activities throughout the visit.

The center serves snack during after school programming. Today's snack was cereal and milk. The menu was reviewed and was compliant with CACFP requirements.

The center uses the school's playground. The school staff maintain the playground. The center completed playground checks.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

Jennifer, the on site supervisor, has been employed with Altoona Campus Kids Club, for several years. The center has a nice amount of toys and learning materials for the amount of children being served. Most of the this program is based on child directed activities, both indoors and outdoors, and there is a flexible approach to programming, which is appropriate for the age group of children served at this center.

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

109.7(2): Center directors and all staff have the required contact hours of training.
Number not in compliance: 1
Professional development wasn't completed in 2022 for one staff

**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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