Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Burlington Area YMCA-Black Hawk Site

Provider No.: 21199

Address: 2804 S 14th St, Burlington, IA, 52601

County: Des Moines

Director's Name: Lindsey Koopmans

On-Site Supervisor: Shyla and Shantel Johnson

Phone Number: 3197536734

E-Mail: lindsey@burlingtony.org

HHS Visit Date: 10/10/2025

Licensing Period: 11/01/2024 to 11/01/2026

Fire Inspection:

Date Inspected: 11/30/2023

Comments: evaluated by Inspector Mark Crooks (Burlington Fire Department), due every 2 years per BFD

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		6:45 AM to 8:30 AM	
Tuesday		6:45 AM to 8:30 AM	
Wednesday		6:45 AM to 8:30 AM	
Thursday		6:45 AM to 8:30 AM	
Friday		6:45 AM to 8:30 AM	
Saturday			

Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [ ] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General				50	50
Summer					0

1. Basic Overview

Burlington Area YMCA Black Hawk site is a program providing before school childcare to school age children. The program is located in a residential area of Burlington in Black Hawk Elementary School. The director is Lindsey Koopmans. The director started in 2019 and was on site supervisor at the YMCA Childcare prior to accepting the Director position. She has a Bachelor's Degree in Nursing. She oversees programming at other BASPs and summer programs and the childcare program at the main YMCA site. The onsite supervisors for this program are Shyla and Shantel Johnson (2024). They each have 75 points required to be the OSS. Child care services are offered Monday-Friday from 6:45 am-until school begins around 8:40 a.m. Services are offered for school aged children. The program is located inside Black Hawk elementary school. Enrollment for this program is 28.

I conducted an unannounced licensing visit to the program on 10/10/25. I later collaborated with Director Koopmans via email and phone. HHS and Director Koopmans have frequent communication throughout the year. All program areas were reviewed with Director Koopmans including scheduled activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Nutrition Practices:

The school offers breakfast. Typically children only eat food brought individually while in childcare. We discussed food allergies. We discussed the program is required to have an allergy action plan on file for any child with allergies. It must be signed by a physician.

Health and Safety:

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Medications are stored in original containers with physician/pharmacist directions and label intact. Medications are inaccessible to public and the center is able to provide documentation of medication given. Staff and children were observed hand washing and they followed recommendations from the IDPH for appropriate hand washing. First aid supplies recommended by the IDPH were available in the centers first aid kits. Tornado and Fire Drills should be practiced and documented once a month as required.

Radon, fuel burning appliances inspection and lead based paint assessments are not required since this program serves school age children only.

Lighting and ventilation is adequate. Restrooms are nearby. Staff assure children are supervised going to and from the restrooms. Children go to the restroom alone. If groups of children are taken to the restroom together staff are standing outside the door.

Since the program is held in a large area each child has more than 35 square feet each.

All allergy/asthma/seizure action plans should be signed by a physician. Emergency medication must be accessible during program hours in case of a medical emergency.

Program Playground:

The center playground has slides, monkey bars, climbing structures, benches, grassy fields and basketball court. Surfacing is provided by mulch. Shade is provided by trees. Center staff consult the Child Care Weather Watch to determine if outdoor play is appropriate due to varying weather conditions. Playground Inspections should be conducted monthly. The child care weather watch is utilized if outdoor play is questionable due to varying weather conditions. Generally the area is not utilized since this program is morning only. However, playground inspections must be conducted the months the area is utilized.

Field Trips and Transportation:

Field trips are not taken since the program is before school hours only. Transportation is not provided to or from the program by the center.

Administrative Records:

The following postings were available on the date of the visit: Mandatory Reporter, Handbook Availability, Consultant Contact, License, Emergency Procedures for fire and tornado, and no smoking signs.

The program has a handbook containing all required policies.

Child and staff files are reviewed annually. All children had school age health forms, pick up authorizations, dental and medical emergency information and emergency contact information in files.

Staff files are reviewed including: updated Iowa Criminal Background checks (due every 2 years), fingerprint results (due every 4 years), Mandatory Reporter training (due every 3 years), Professional development training (due annually), CPR and First Aid training (due every 2 years), Universal Precautions training within 90 days of hire, updated physicals (every 3 years).

The emergency preparedness plan was present and staff signed and dated that they read and understand emergency procedures.

2. Identify Observed Strengths of the program

The center director has a working relationship with Child Care Resource and Referral. She has a good grasp on understanding HHS rules/regulations.

They may also access Nancy Granaman IDPH Child Care Nurse Consultant.

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The program meets a need in the community.

3. Identify the aspects that fall below the standard

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

N/A

5. Special Notes/Recommendations

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to continue compliance with all rule throughout the year. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

Gina Crabtree, Y Director indicated the following in 2018:

1) Children have been divided into small groups with assigned childcare workers.
2) A daily activity schedule has been implemented for group rotations.
3) Malia Love (CCR&R) is providing additional resources to the Y childcare staff.
4) Childcare ads have been placed on indeed and posted at the YMCA.
5) A childcare staff meeting was held Oct. 29th to review new structure, policies, protocol when someone is sick, incident reports, and active play.
6) Nancy Granaman from the County Health Department visited the Y on October 31st and is available to Black Hawk staff for consultation services.
7) Lindsey is now Director of the programs ensuring DHS regulations are met and maintained.
8) The Y fingerprint check process was reviewed with Jodi Norton (CCR&R).

CCR&R visited this site in the past consulting regarding ratio and supervision and is available for future consultation.

HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website to find out more information: http://idph.iowa.gov/hcci/consultants The CCNC for the programs is Nancy Granman. The Director and CCNC Granaman have a good working relationship. They have met at other centers the past year.

HHS encourages you to contact Child Care Resource and Referral. They offer centers assistance with meeting the HHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website to find out who your consultant is: http://www.iowaccrr.org/who_we_are/region_5/ The center consultant is Tabitha Copeland and or Supervisor Jodi Norton. CCR&R and the Director have a good working relationship.

The Director has had frequent contact with both agencies over the past several years and has contact information for both Consultants.

Date: 10/28/2025

HHS Licensing Consultant: Jill Seibert

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Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.