Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Boyer Valley Campus Care-Dow City

Provider No.: 42916

Address: 212 N School ST, Dow City, IA, 51528

County: Crawford

Director's Name: Melissa Ritterbush

On-Site Supervisor:

Phone Number: 7126743248

E-Mail: mritterbush@boyervalley.org

HHS Visit Date: 06/17/2026

Licensing Period: 08/01/2025 to 08/01/2027

Fire Inspection:

Date Inspected: 04/21/2025

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	7 to 5:30 PM		
Tuesday	7:00 AM to 5:30 PM		
Wednesday	7:00 AM to 5:30 PM		
Thursday	7:00 AM to 5:30 PM		
Friday	7:00 AM to 5:30 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	8	10	10	11	39
Summer					0

1. Basic Overview

An unannounced licensing visit was made to Boyer Valley Campus Care - Dow City on 6/17/26. Melissa Ritterbush is the director. The center is located in the Boyer Valley Community School. The hours of operation are 7 AM to 5:30 PM Monday through Friday. Child care is offered to infant age children to school age children. They offer child care during the day, before and after school, no school days, holiday breaks, and summer break. Melissa is also the director of Boyer Valley Campus Care in Dunlap. She was previously the on-site supervisor. There are 25 children enrolled in the program. Melissa Ritterbush wasn't present during my licensing visit as she was at the Dunlap site. Melissa and Daina Rucker report that Daina is the on-site supervisor, but she has not met the requirements to be the on-site supervisor. Please complete all necessary requirements to become the on-site supervisor. I met with Daina during my visit and met with Melissa later in the day at the Dunlap site. Melissa maintains daily phone contact and visits the site every two to three weeks.

Observation of rooms:
The center has been remodeled/reconfigured and they are using half of the space as they have in previous years. The center closed in February 2022 and reopened on September 5, 2023, due to low enrollment and staffing. There were 12 children present on the day of my visit ranging from one year to school age. The room is split into three areas. One area is infants to two years old, one area is for three to five years old, and the other area is for school age children. Although there were no children two years old present, the center would combine the two-year-old children with the infants. This would not be allowed. I talked with Daina about age groupings and emailed her the age requirements to be in ratio. There were three staff present. The cots and cribs have sheets that are washed weekly. The evacuation crib was easily accessible in the event of an emergency. This was an issue the previous year. The program room looked nice and there were a fun variety of age and developmentally appropriate toys and equipment. The center had lesson plans although they did not appear to meet the requirements and seemed incomplete. The lesson plans that were devised were the same for all age groups. Infant age

children should not be doing the same as school age children. Lesson plans need to be devised for each age group. I will make a referral to Child Care Resource and Referral to assist both locations with lesson plans. The bathroom had a diaper changing station in the girls' bathroom. The three-step procedure instructions were posted above the diaper changing station. Daina said the toys are sanitized one to two times a week depending on illnesses; however, hard surfaced toys are to be sanitized daily. I talked with Daina about this. Please follow the three-step procedure. Daily sheets are used until a child is out of diapers. The daily sheets looked good.

Nutrition:
During the school year, breakfast and lunch are provided by the school. The center provides snacks. In the summer, parents bring lunch and the center provides snacks both in the morning and afternoon. Proper refrigeration is required and children's lunches/food brought from home must be refrigerated. Menus are posted. The center is on the federal food program. You must follow the CACFP food program guidelines. The dishes are handwashed. The three-step procedure is not followed. Please follow the proper procedures which are 1. Soap/water for cleaning, 2. Water for rinsing, 3. Your EPA and child care approved product for sanitizing and disinfecting. Proper food storage was not being used. I observed chips, cereal, and goldfish crackers not being properly sealed. Please seal and label all food after opening in an airtight container. The thermometer in the refrigerator was not working. Please make sure there are thermometers in the refrigerator and freezer and that you monitor the temperatures regularly.

Health and safety:
The last radon testing was done in April 2026 with a test result in the acceptable range. Radon test scores must be under a 4.0 pCi/L. Radon testing is due every five years if the levels are below 4.0 pCi/L. Since you are in a school the Department of Education is responsible for radon testing. Iowa HHS is no longer required to review your radon testing. The center has all electrical appliances so an annual fuel burning inspection/boiler inspection is not required. Fire and tornado drills were practiced and documented. The center uses Oxivir Tb for sanitizing and disinfecting. Make sure you follow the three-step bottle procedure: 1. Soap/water for cleaning, 2. Water for rinsing, and 3. Your EPA approved products for sanitizing and disinfecting. When children are prescribed medication the center will follow medication management procedures and use the medication log. In the past, the center did not have emergency policies and procedures and staff didn't know what the emergency procedures were. All staff now know what to do in an emergency and have signed confirmation they understand. I encouraged Melissa to review these with staff regularly. The center has emergency plans/diagrams posted, but they are too high for anyone to see them. Please bring them to eye level. The center has a first aid kit in the center and a backpack first aid kit they take with them if they leave the building.

Playground:
The center uses the school playground. Monthly playground safety inspections were completed. Rubber tiles and pea gravel are used for fall surfacing. There is a climbing structure with a slide, cement slab with riding toys, tunnel, basketball hoops, and a sandbox. There is also a grassy area for the children to play. The center will bring toys outside for the children to play with.

Transportation:
The center doesn't provide transportation services.

Administrative records:
Four children's files were reviewed and only one was incomplete. The one file was missing the name and number of a dentist. Staff files are kept at the Dunlap site. Melissa and Daina's files were reviewed and both were in excellent condition. Melissa meets with staff at both sites. She spends more time at the Dunlap site. The center has a Facebook page. Please have a copy of HHS policies and procedures handbook at each site. Make sure the center has a responsible person in charge that knows the HHS rules when the director and/or on-site supervisor is gone.

2. Identify Observed Strengths of the program

The child care centers in Dunlap and Dow City are wonderful resources for the schools and communities. Melissa Ritterbush is the director of both sites. She is enthusiastic and proud of the centers. She is always very helpful and she maintains ongoing contact with staff. Melissa wants to get Daina more training and Daina wants more training. Melissa reports that Daina is knowledgeable. Melissa also shared that the parents love Daina. Melissa identified their strengths as having good communication with parents, kids love the staff, they do a lot of art projects, and Daina has good communication with Melissa.

CHILD CARE CENTER ANNUAL EVALUATION

3. Identify the aspects that fall below the standard

109.9(2)d: 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. Four children's files were reviewed and only one was incomplete. The one file was missing the name and number of a dentist.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents. The center had lesson plans although they did not appear to meet the requirements and seemed incomplete. The lesson plans that were devised were the same for all age groups. Infant age children should not be doing the same as school age children. Lesson plans need to be devised for each age group.

109.12(4)d: Safe, washable toys, large enough so they cannot be swallowed and with no removable parts, shall be provided. All hard-surface toys used by children shall be sanitized daily. Daina reported toys are sanitized 1-2 times a week depending on illnesses. Toys should be sanitized daily.

109.13(5)a: Sufficient refrigeration appropriate to perishable food is provided. The thermometer in the refrigerator was not working. Please make sure there are thermometers in the refrigerator and freezer and that you monitor the temperatures regularly.

109.13(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed. Staff preparing food that have injuries on hands wear protective gloves. Staff serving food use clean serving utensils and have clean hands/wear protective gloves. Food was not properly sealed and labeled after opening. The dishes are not being properly sanitized. The center is washing with soap and water then rinsing. However, they then lay the dishes to airdry without sanitizing them. Please use the three-step procedure to wash all dishes.

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

5. Special Notes/Recommendations

A full license is recommended for Boyer Valley Campus Care-Dow City for 8/1/25 to 8/1/27.

Targeted Assessment Behavior Management
I discussed with Melissa her oversight of behavior management related to helping childcare staff: 1. Understand expectations, 2. Managing frustrations, 3. Monitor performance. Melissa has staff meetings for both locations every two months. They discuss the needs of the children and how to best handle behaviors for each child. They do this as a group. This allows them to bounce ideas off each other. Melissa also tells staff to take a quick break if they are feeling frustrated.

A referral to Child Care Resource and Referral will be made for consultation and training on lesson plans.

Date: 06/18/2026

HHS Licensing Consultant: Tausha Bottorff

CHILD CARE CENTER ANNUAL EVALUATION

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**.