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

Name of Center: Boyer Valley Campus Care-Dow City **Enrollment:** 16 **License ID No. (Reapplications)** 42916

Street: 212 N School ST **City:** Dow City Iowa **Zip** 51528 **County:** Crawford

Mailing Address: 1102 Iowa AVE, Dunlap, IA, 51529

Director's Name: Melissa Ritterbush **Phone Number:** 712-674-3248

On-Site Supervisor(s): **E-Mail:** mritterbush@boyervalley.org

Date(s) of Visit: 07-23-2024

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

LICENSING VISITS

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

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

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

Date Inspected: 12-01-2021

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: X Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care X 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	8	10	10	11	39
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2023 to 08-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 08-05-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year licensing visit was made to Boyer Valley Schools Campus Care - Dow City on 7-23-2024. Melissa Ritterbush is the director. The center is located in the Boyer Valley Community School. The hours of operation are 6:00 am to 6:00 pm Monday through Friday. Child care is offered to infant age children to preschool and before and after school programming.
Melissa is also the director of Boyer Valley Campus Care in Dunlap, she was previously the on-site supervisor. There are 16 children enrolled in the program. Melissa Ritterbush wasn't present during my licensing visit as she was at the Dunlap site, I met with Dana Rucker. Melissa is training Dana to be the on-site supervisor. A responsible person must be in charge at all times that knows the licensing regulations.

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 9 children present on one side with one staff - the ages of children were three years old to eight years old, and the infant area had three children present with one staff. It was nap time and the room was too dark for the staff to see the children. This is a repeat violation several times. Make sure the room is light enough that staff can see the children's faces and see their chest rise to see that they are breathing.
When the staff person on the older child side makes a child a bottle, changes a child's diaper etc., the room isn't in ratio. You must have staff in ratio at all times. The ratio/age of separation information was emailed to Melissa Ritterbush on 7-25-2024.
Melissa said the center will be using Oxivir Tb for sanitizing and disinfecting. Make sure you are following the three step bottle procedure 1. Soap/water for cleaning, 2. Water for rinsing and 3. Your EPA approved products for sanitizing and disinfecting. If you are using bleach water you need to follow the mixing directions on the specific bottle of bleach for sanitizing and disinfecting.
A diaper changing procedure must be posted at all diaper changing stations - the diaper changing procedure was missing. Please post the diaper changing procedure immediately.

The program room looked nice and there was a fun variety of age and developmentally appropriate toys and equipment. The center had lesson plans.

If you still have the diaper changing stations in the boys and girls restrooms on the counter top discontinue using these areas as they aren't considered safe as the children can roll off the counter top. I am recommending that you get diaper changing tables preferably with a non porous surface and one that has steps for the older children.

Nutrition:
The school provides breakfast, lunch and snacks during the school year. The children bring their lunch on non school days and during the summer. Snack menus are needed. You must follow the CACFP food program guidelines.
Proper refrigeration is required and children's lunches/food brought from home must be refrigerated.

Health and safety:
Since your are in a school the Department of Education is responsible for radon testing. The IDHHS is no longer required to review your radon testing. The last radon testing was done in May 2022 with a test result of 3.0 pCi/L. Radon test scores must be under a 4.0 pCi/L.
If your center has fuel burning appliances you will need an annual fuel burning inspection - boiler inspection.
Fire/tornado drills were practiced and documented.
When children are prescribed medication the center will follow medication management procedures and use the medication log.
The center didn't have the emergency policies and procedures and Dana didn't know what the emergency procedures were. Make sure the emergency polices and procedures are on site and make sure all staff know the emergency policies and procedures immediately. This is a repeat violation.

Playground:
The center uses the school playground. Monthly playground safety inspections were completed.

Transportation:
The center doesn't provide transportation services.

Administrative records:
Child files were read and were in good order.
Staff files are kept at the Dunlap site. Staff files were read on 7-23-2023 at the Dunlap site and files weren't compliant - multiple staff need training, a national record check conviction needs evaluated, Melissa's criminal record check had expired. Please review all staff files and have them updated with the required information immediately. The evaluation process for the national record check needs completed immediately. Record check directions were emailed to Melissa on 7-25-2024.
Melissa is the director at both sites - Dow City and Dunlap. She meets with staff at both sites. She spends more time at the Dunlap site.
The center has a Facebook page.
You need to print the current DHHS policies and procedures handbook, read them and become knowledgeable of the rules. Please have a copy of the handbook at each site.

Make sure the center has a responsible person in charge that knows the DHS rules when the director is gone.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The child care centers in Dunlap and Dow City are a wonderful resource for the schools and communities. Dana Rucker was helpful during my licensing visit, she is very positive and wants to be the on-site supervisor. She acknowledges that she needs training on licensing rules.
Melissa Ritterbush is the director of both sites, Dunlap and Dow City. She is enthusiastic and proud of the centers. She is always very helpful and she maintains ongoing contact with staff.
They are looking into applying for IQ4K.

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

109.8(2): Ratio maintained in center as required by age.
When the staff person on the older child side makes a child a bottle, changes a child's diaper etc. the room isn't in ratio. You must have staff in ratio at all times. The ratio/age of separation information was emailed to Melissa Ritterbush on 7-25-2024.

REPEAT VIOLATION - 109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.
If your center has fuel burning appliances you will need an annual fuel burning inspection - boiler inspection.

REPEAT VIOLATION - 109.12(4): Sufficient toilet articles are provided for handwashing.Sufficient and safe indoor play equipment, materials, and furniture that conforms with CPSC or ASTM.Play equipment, materials, and furniture meet the developmental, activity, and special needs of the children.Room’s arrangement does not obstruct the direct observation of children.Individual covered mats, beds, or cots, and appropriate bedding is provided for all children who nap.Procedures are

developed and implemented to maintain equipment and materials in a sanitary manner.Sufficient spacing is maintained between equipment to reduce transmission of disease and allow ease of movement by children and staff to respond to activities and care needs.Sanitary procedures are followed for use and storage of personal hygiene articles.
Additional concerns: It was nap time and the room was too dark for the staff to see the children. This is a repeat violation several times. Make sure the room is light enough that staff can see the children's faces and see their chest rise to see that they are breathing.

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks.Menus planned one week in advance, made available to parents, and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.
The school provides breakfast, lunch and snacks during the school year. The children bring their lunch on non school days and during the summer. Snack menus are needed. You must follow the CACFP food program guidelines.
Proper refrigeration is required and children's lunches/food brought from home must be refrigerated.

109.6(2) Director or on-site supervisor on-site during the hours of operation or a minimum of six hours of center's hours of operation.
Information on on-site supervisor's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination.
On-site supervisor meets qualifications or is "qualifiable" with a plan established to meet qualifications.
109.6(3) Another responsible adult is clearly designated as the interim on-site supervisor if the on-site supervisor is temporarily absent from the center.
Melissa Ritterbush wasn't present during my licensing visit as she was at the Dunlap site, I met with Dana Rucker. Melissa is training Dana to be the on-site supervisor. A responsible person must be in charge at all times that knows the licensing regulations. The center didn't have the emergency policies and procedures and Dana didn't know what the emergency procedures were. Make sure the emergency polices and procedures are on site and make sure all staff know the emergency policies and procedures immediately. This is a repeat violation.

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.
Staff files are kept at the Dunlap site. Staff files were read on 7-23-2023 at the Dunlap site and files weren't compliant. National record check conviction needs evaluated, Melissa's criminal record check had expired. Please review all staff files and have them updated with the required information immediately. The evaluation process for the national record check needs completed immediately. Record check directions were emailed to Melissa on 7-25-2024.

109.7(2) Center directors and all staff have the required contact hours of training.
Staff files were read on 7-23-2023 at the Dunlap site and files weren't compliant - multiple staff need training. Please review all staff files and have them updated with the required information immediately.

REPEAT VIOLATION - 109.10(15)a The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children.
Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards.
If center is within 10 miles of nuclear power plant, center shall have evacuation plan.
Emergency plans shall include written procedures including plans for
- Evacuation to safely leave the facility
- Relocation to a common, safe location after evacuation
- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue
- Lock down to protect children and providers from an external situation
- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers
- Continuity of operations
- To address the individual children, including those with functional or access needs.

The center didn't have the emergency policies and procedures and Dana didn't know what the emergency procedures were. Make sure the emergency polices and procedures are on site and make sure all staff know the emergency policies and procedures immediately. This is a repeat violation.

Please send me an email by 8-19-2024 letting me know how the items listed above have been corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for Boyer Valley Campus Care Dow City for 8-1-2023 to 8-1-2025.
Off year licensing visit 7-23-2024.

Please send me an email by 8-19-2024 letting me know how the noncompliance items listed above have been corrected.

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

*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.