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: Dana Rucker

Phone Number: 7126743248

E-Mail: mritterbush@boyervalley.org

HHS Visit Date: 09/19/2025

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

Fire Inspection:

Date Inspected: 04/21/2025

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

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 9/19/25. 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 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 15 children enrolled in the program. Melissa Ritterbush wasn't present during my licensing visit as she was at the Dunlap site. Dana Rucker is the onsite supervisor but was not present on the day of my visit. There were two staff members present and neither knew who was in charge. A responsible person must be in charge at all times that knows the licensing regulations. Staff reported that 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 four children present on the day of my visit ranging from one year to four years old. The room is split into two sides. On one side is infants to two years old and the other side is for three years old to school age children. There were two staff present. The room was bright with a variety of toys for different developmental levels. The cots and cribs have sheets that are washed weekly. There was one evacuation crib that was shoved behind cribs and shelves. Please have the evacuation crib in an area that is easily accessible in an emergency. After lunch it was naptime. The room was lit adequately, which has been a citation in the past. 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. 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 program room looked nice and there was a fun variety of age and developmentally appropriate toys and equipment. The center had lesson plans. The bathroom had a diaper changing station in the girls' bathroom. In the girls' bathroom, there was no toilet paper in one of the stalls. Please make sure all stalls have toilet paper. Toys are sanitized weekly but the proper procedures are not being followed. Please follow the three-step procedure. There was a daily schedule posted but there were no lesson plans. Please create and post all lesson plans. This week's theme is colors. 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. Proper refrigeration is required and children's lunches/food brought from home must be refrigerated. Menus are posted. 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.

CHILD CARE CENTER ANNUAL EVALUATION

Water for rinsing, 3. Your EPA and child care approved product for sanitizing and disinfecting. Proper food storage was not being used. Please seal all open food in an airtight container.

Health and safety:
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 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. The center has all electrical appliances so you will not 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. 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. The center has emergency plans/diagrams posted, but they are too high for anyone to see them. Please bring them to eye level. There was not a “No Smoking” sign. Please post a no smoking sign. An older child was coming into the infant area. Please do not allow a child over the age of two to enter the infant area.

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, cement slab with riding toys, basketball hoops, and a sandbox.

Transportation:
The center doesn't provide transportation services.

Administrative records:
Three child files were read and only one was complete. Two were missing a form to allow the center to seek emergency care in the event of an emergency. One was missing a physical exam. One was missing the annual permission for as to who is allowed to pick up the child and one was missing the immunizations record. Please review all child files and update them with the mandatory forms. Staff files are kept at the Dunlap site. Staff files were read on 9/19/25. Two files were read and neither were current. Both were missing Universal Precautions, one was missing mandatory child abuse training, and both were missing the annual training hours. Please review all staff files and have them updated with the required information immediately. 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 a wonderful resource 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 Dana more training and Dana wants more training. Melissa reports that Dana is knowledgeable. Melissa also shared that the parents love Dana.

3. Identify the aspects that fall below the standard

REPEAT 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. Another responsible adult is clearly designated as the interim on-site supervisor if the on-site supervisor is temporarily absent from the center. On the date of my visit, neither the director nor the on-site supervisor was present. Neither of the two staff that were present knew who was in charge.

REPEAT 109.7(2): Center directors and all staff have the required contact hours of training. I read two files. Staff were missing Universal Precautions, Mandatory Child Abuse Training, and annual staff training.

REPEAT 109.8(2): Ratio maintained in center as required: Brief absence of staff person permitted for 5 or less minutes

when another staff person is present. At least one staff is present in every room where children are resting. If ratio reduced to one staff per room during nap time, does not exceed one hour and ratio in center is still maintained. Ratio in infant rooms is always maintained. When more than eight children are present on the licensed premises, at least two staff members shall be present. For a period of two hours or less at the beginning and end of the center's hours of operation, one staff member may care for eight or fewer children, provided no more than four of the children are under two years of age and there are no more than eight children in the center. Ratio exceeded for school-age children when school classes unexpectedly start late, are dismissed early, or cancelled. For no more than four hours, care is limited to children already in the program and licensed capacity is not exceeded. Staff would leave the room to change a child's diaper or prepare lunch which would make the center out of ratio. Staff cannot leave the children unattended or out of ratio to do normal job activities.

109.9(2)a-c: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care as well as who can pick up the child as authorized by the parent. Three children's files were read. Only one was complete. Physical exams, permission for the center to secure emergency treatment, annual permission forms as to who is allowed to pick up the child, and immunization records were missing.

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. Lesson plans are required for all programming rooms and must be displayed so they are visible to parents/caretakers.

109.12(4)a: A safe and properly equipped area is provided for infants that does not allow for intrusion by children over two years of age. Children over age two who remain in the infant area are placed at the recommendation of a physician or AEA due to a significant developmental delay. Children are placed for a limited time with HHS approval if doing so does not pose a threat to the infants. There was an older child that was in the infant area. No child over two years of age can be in the infant area.

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. Proper food storage was not observed. Any open food containers need to be sealed in an airtight container. Also, proper dishwashing was not being used. After washing and rinsing, staff were not sanitizing the dishes. You must follow the three-step procedure.

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.

Please send me an email by 10/31/25 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.

Date: 10/03/2025

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**.