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

Name of Center: Charles City YMCA Before & After School Program **Enrollment:** 40 **License ID No. (Reapplications)** 22219

Street: 1406 N Grand Ave **City:** Charles City Iowa **Zip** 50616 **County:** Floyd

Mailing Address: 800 Hulin St, Charles City, IA, 50616

Director's Name: Andrea Riedemann **Phone Number:** 641-228-2254

On-Site Supervisor(s): **E-Mail:** andreaymca18@gmail.com

Date(s) of Visit: 03-07-2024

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

LICENSING VISITS

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

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

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

Date Inspected: 02-16-2024

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: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	0	65	65
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2024 to 03-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Raymond Salsbury **Date:** 03-21-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced annual visit to Charles City Family YMCA Before and After School Program on 03-07-24 where I met with program director Andrea Riedemann. Ms. Riedemann has a BA in elementary education and has been with the Charles City YMCA since December 2005. Her office is located in the YMCA facility in Charles City and she works at the before and after school program during both the morning and afternoon hours. The program is located in Washington Elementary in Charles City but operates independently of the school under a separate board of directors. The program provides before and after school programming, and summer programming to school age children only. There are approximately 40 children enrolled in the program at this time though not all attend on a regular basis. There are currently 9 staff members employed by the program one of which is a volunteer. All aspects of the program subject to Licensing Standards were reviewed during the visit.

The layout of the building and programming spaces, and general operation of the program remains the same as identified in previous reports. The program primarily operates out of the cafeteria area, but also utilizes the school gym, and playground spaces. The cafeteria and gym both have designs typical of their intended use with large trestle tables in the cafeteria, and the gym being a large open space. Windows along the exterior wall provide natural lighting in the cafeteria and artificial lighting is used in the gym. Both have multiple exits leading to both interior corridors, and directly to the outdoors. All exits were clear of obstruction and opened easily and freely. Restrooms and handwashing facilities are located off the main corridor outside the programming space. There were no issues noted with regard to maintenance or cleanliness in either area. Due to the multiple use nature of the facilities the program is not able to create traditional activity engagement centers. The program does create "table top" centers by placing items that include crafts/art, library, Legos, games, table toys, Play-Doh, and puzzles at different tables in the cafeteria.

The equipment was observed to be in good repair and appropriate to the ages of the children present. A copy of the daily schedule is posted and the center does implement general curriculum themes related to the seasons and holidays. Due to the limited nature of the program the curriculum is limited during the school year but more developed in the summer months when a "weekly camp theme" approach is implemented where the focus is more on field trips and active play. Good engagement and staff interactions were observed on the day of the visit. The staff did take a majority of the children outside to play, and those that did not wish to go outside did stay inside to engage in self-directed activities. The program continues have a strong focus on relationships with the children and staff appearing to know each other in a manner that allows them to taylor interactions to the individual children with being more direct, playful, or nurturing with the children as best suits their personalities and situations. Ratio was maintained in the building and on the playground as required by age.

Due to the limited hours of operation meals are not served by snacks are provided. Snacks consist primarily of a variety of pre-packaged single serving items, and a few bulk items. A list of typically served snacks is maintained but it was reviewed that a basic menu identifying what is actually provided each day should be kept.. Snacks are stored in a cabinet in the cafeteria and refrigeration units are available for those items that need to be kept cold. Good food storage and handling practices were observed.

Good health and safety practices were generally observed on the day of my visit. The staff did direct all children to use the

restroom and to wash their hands prior to entering the program and having snack. Hand sanitizer stations are located throughout the school including in the cafeteria and are used as supplemental to handwashing. A first aid kit is kept in the office area of the program located just off the cafeteria space and a good supply of materials necessary to address common first aid needs were present. During the visit one child did suffer an injury consisting of a bloody nose after falling on the playground. Andrea did assist the child with cleaning and stopping the blood. Andrea did wear gloves when providing first aid and handling bloody items. It was noted however that when wetting items to clean the child Andrea used water from a personal water bottle/tumbler. It was reviewed that either running water, or bottled water should be used as a means to help reduce the risk of cross contamination. The parent did arrive while Andrea was providing first aid to the child and a verbal report was provided to the parent regarding the incident. Due to the limited hours of operation during the school year medications are not administered but the center does have policies in place should it become necessary, and for operation during the summer. The school custodial staff are responsible for the primary cleaning of the facilities but the staff do clean as needed during the day. Chemical cleaners, personal items, and other items that could be a safety risk to children are stored in areas where they are not readily accessible to the children.

The center does have access to the school playground. There are two areas with climbing structures with one intended for younger children, and the other for older children. The equipment was observed to be in good repair. The playground makes use of stabilized rubber pellets for fall surfacing. While it is understood that the program has no authority over the maintenance and repair of the playground it can provide those concerns to the school, and then limit the use of those facilities until corrections can be made.

In reviewing administrative records all postings were present and in an area readily accessible and visible to visitors. All child files were reviewed and 18 (approximately 50%) were found to not have been updated. This was identified in the prior licensing report as well and it was reviewed with Andrea that parents do not need to complete new enrollment forms each year but can provide acknowledgement that they have reviewed updated the files. Andrea did state that she would prepare an acknowledgement form and have parents review files and sign the forms. All staff files were reviewed and all files were missing at least one element. Andrea did acknowledge that she was aware that the files were not maintained as they should be due to her having dealt with several significant personal issues that deflected her focus but she would be working to get them updated. In reviewing files 6 had expired or missing background ground checks. Those that were missing were identified as employees under 18 who did not have an FBI Fingerprint background check. It was reviewed that the requirements for those checks had changed and are now required but that staff under 18 years of age must have a signed parental permission form authorizing the center to check and maintain documentation of their child's fingerprint background. In addition 4 staff needed a copy of a current physical, and 2 others had a physical but which was not on the required form and so would be considered invalid. Initial and ongoing training was also required 3 staff. All inspection logs and certificates were current and available.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center has seen an increase in the number of staff with this past year which has allowed for more variety of activity choices and options for the children.

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

109.6(6)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.
-- Number not in compliance: 4

109.6(6)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.
-- Number not in compliance: 5

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
-- Number not in compliance: 4

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
-- Number not in compliance: 3

109.9(2): All files are updated at least annually and when a change occurs.

-- Number not in compliance: 18

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended at this time. Please provide a written response to the licensing consultant identifying a plan of action to correct and maintain those aspects cited as not meeting licensing standards and identifying an anticipated date of compliance. At least one visit will be made to the center during the next year.

NOTE: Please provide confirmation that employee background checks have been updated and submitted, and child files updated by 04-05-24

*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.