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

Name of Center: Forest City YMCA **Enrollment:** 52 **License ID No. (Reapplications)** 22464

Street: 916 West I ST **City:** Forest City Iowa **Zip** 50436 **County:** Winnebago

Mailing Address: 916 W I ST, Forest City, IA, 50436

Director's Name: Jenna Weiland **Phone Number:** 641-585-5220

On-Site Supervisor(s): Ava Pauley **E-Mail:** jweiland@forestcityymca.org

Date(s) of Visit: 01-10-2023

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

LICENSING VISITS

New Application X **Re-Application** **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: 11-13-2020

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				100	100
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2023 to 02-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Raymond Salsbury **Date:** 01-19-2023

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

NA

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced annual visit was made to the Forest City YMCA School Age program on 01-09-23 where I met with on-site supervisor Ava Pauley. Jenna took over the Executive Director role at the first of the year in 2021 and is well qualified for the position with extensive education and experience in early childhood care having worked in other daycare centers and Head Start. Ava has been the on-site supervisor and lead of the program since 2000 and has attended on-going professional development training each year she has been with the center. The center operates out of the Forest City YMCA making use of several areas of the building. While the building is an open facility and other YMCA patrons make use of the facilities the program is operated out of classrooms that restrict access from those individuals that are not enrolled or approved caregivers. The program merged with the Hanson Family Life center and is overseen by a board of directors for that program. The program provides services for school age children for limited periods before and after school during the school year, and for longer periods of time during the summer. There are currently 52 children enrolled in the program served by 7 staff. All aspects of the program subject to licensing standards were reviewed during this visit.

The general layout of the building and programming space remains the same as in prior reports. The primarily space utilized is an area that was previously designated as "The Game Room". The room is a large open space that has tables, a television, and access to a small kitchen area that does not have any appliances other than a refrigerator and microwave. Bathrooms are directly accessible from the room. The room has a separate entrance from the outside, and secondary exits from the room that lead to other activity spaces, and the gymnasium. There are windows along one of the exterior walls that provide natural light and a view of the outdoors. All areas were observed to be clean with no issues noted due to maintenance.

The program does maintain some center activity items such as dramatic play structures, art/craft materials, and some large and small manipulatives. Other items and materials are kept in storage, and the center routinely makes use of space in the gymnasium as well. Tables and a wall mounted TV are also available in the room. The program was observed during the before school hours of operation. Several children were sleeping, and others were engaged in quiet self-directed play and/or watching a movie that was playing. The center uses a general monthly theme approach during the school year, and more focused weekly themes during the summer. A copy of the schedule was missing but the general practice of the program is for the children to arrive and then engage in self-directed free play activities either in the classroom, or accompany a staff member to the gym. A copy of the daily schedule does need to be developed and posted and should include schedules for both the Before/After school programming, and Summer programming.

During the visit two issues regarding supervision and ratio were observed. With regard to ratio issues the staff to child ratio of 1:15 for school age children was maintained in each area where children were present. The issue however was that Licensing Standards also require a second staff to be present on-site when 8 or more children are present on the premises. During the visit the center had 10 children present when two children arrived at 6:35 AM and did not have a second staff member scheduled to arrive until 7:00 AM. While there were other YMCA employees present in the building Ava did confirm that none of them have completed the background checks, training requirements, or paperwork to be considered as employees of the licensed program. It was discussed that having some complete the paperwork to be considered an employee or volunteer associated with the program would address this issue. The other issue that was observed was that at

least one parent dropped off their child(ren) in the parking lot sending the children into the center on their own. The center should develop a written policy that children are to be escorted into the center by their parent or guardian who receive acknowledgement regarding the transfer of custody from a center employee. This will allow for a parent being able to immediately take their child if they cannot be accepted into the program due to illness, insufficient staffing, or some other concern. It would also reduce the risk of a child being in a position where they are unsupervised or their whereabouts being unknown.

The center does provide breakfast for the children that attend the before school hours and snacks are provided for the after school hours of the program. During the summer lunch is also provided and the program makes use of the community lunch program provided by the school. The breakfast menu does not change and consists of providing children a daily option of cereal, toast, fruit, and milk. The snack menu is more varied and a menu of items that were served is maintained. Good food storage practices were observed with items stored in sealed containers or consisting of single serving options. Good food handling practices were observed with Ava using food service gloves when portioning out food.

Good health and hygiene practices were observed with the children washing their hands prior to having breakfast. The facility custodians do provide for the general cleaning and maintenance of the facility but the program also maintains spray bottles of a sanitizing/disinfecting solutions to clean as needed. Chemical cleaners, purses, and other items that could present a safety risk to children were maintained in areas where they were not readily accessible to the children. The YMCA does maintain a large first aid kit stocked with items necessary to address common first aid needs and the program does have access to the kit.

All required notices were posted in an area that was readily visible and accessible to parents and visitors with the exception of the Consultant Contact and Availability of Licensing Standards notice. A copy of that notice was provided to the center. Staff files are now maintained at the program main office of the Hanson Family Life Center and are reviewed during the licensing visit to that location. Approximately 20% of the child files were selected for review and of those approximately 50% had not been updated in the past year. This may be due in part to the center maintaining information for children that are no longer attending the center. Inspection certificates were current and available for all required elements with the exception of the Fuel Burning Appliance inspection certificate which could not be found on the day of my visit. Fire and Tornado drills had not been conducted or logged monthly as required. Fire drills had not been conducted since June 2022, and tornado drills were only conducted in April & May 2022. It is imperative that these be conducted regularly and there should be variation through out the school year with some in the before school hours and some in the after school hours to ensure that all children and staff are familiar with the evacuation plans.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This program provides a critical need in the community for families that need care options for limited timeframes for older children.

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

109.4(5): Child Care Centers and Preschool Licensing Standards and Procedures shall be available in the center and a notice stating a copy is available for review. Contact information of the child care consultant shall be included in the notice.
-- The required notice was missing on the day of my visit. -- CORRECTED

109.8(2)f: Two adults are present when eight or more children are on the premises.
-- Only 1 employee affiliated with the licensed program was present on-site for a period of approximately 25 minutes when there were 8+ children present on the premises.

109.9(2): All files are updated at least annually and when a change occurs.
-- Approximately half of reviewed files had not been updated within the las year. -- 2ND YEAR CITED

109.10(15)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.
-- Fire & Tornado drills were not conducted monthly as required.

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.
-- Documentation not available on the day of my visit.

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.

-- A copy of daily schedule was not posted on the day of the visit.

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 non-licensing year.

*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.