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

Name of Center: Burlington Area YMCA-Black Hawk Site **Enrollment:** 35 **License ID No. (Reapplications)** 21199

Street: 2804 S 14th St **City:** Burlington Iowa **Zip** 52601 **County:** Des Moines

Mailing Address: 2410 Mt Pleasant St, Burlington, IA, 52601

Director's Name: Lindsey Koopmans **Phone Number:** 319-753-6734

On-Site Supervisor(s): Shyla and Shantel Johnson **E-Mail:** lindsey@burlingtony.org

Date(s) of Visit: 11-06-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 09-04-2024

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

Date Inspected: 11-30-2023

Comments : evaluated by Inspector Mark Crooks (Burlington Fire Department), due annually

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: Year-round X School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General				50	50
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 11-01-2024 to 11-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 11-06-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Burlington Area YMCA Black Hawk site is a program providing before school childcare to school age children. The program is located in a residential area of Burlington in Black Hawk Elementary School. The director is Lindsey Koopmans. The director started in 2019 and was on site supervisor at the YMCA Childcare prior to accepting the Director position. She has a Bachelor's Degree in Nursing. She oversees programming at other BASPs and summer programs and the childcare program at the main YMCA site. The onsite supervisors for this program are Shyla and Shantel Johnson (2024). They each have 75 points required to be the OSS. Child care services are offered Monday-Friday from 6:45 am-until school begins around 8:40 a.m. Services are offered for school aged children. The program is located inside Black Hawk elementary school.

I conducted an unannounced licensing visit to the program on 11/6/24 and met with both On Site Supervisors. All program areas were observed during the visit. The visit consisted of cafeteria/gym and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. I later collaborated with Director Koopmans via email. HHS and Director Koopmans have frequent communication throughout the year.

The program is typically located in the school gymnasium/cafeteria. Some children were arriving and others were engaged in table activities at the time of the visit.

Nutrition Practices:

The school offers breakfast. Typically children only eat food brought individually while in childcare. We discussed food allergies. We discussed the program is required to have an allergy action plan on file for any child with allergies. It must be signed by a physician.

Health and Safety:

Medications are stored in original containers with physician/pharmacist directions and label intact. Medications are inaccessible to public and the center is able to provide documentation of medication given. Staff and children were observed hand washing and they followed recommendations from the IDPH for appropriate hand washing. First aid supplies recommended by the IDPH were available in the centers first aid kits. Tornado and Fire Drills should be practiced and documented once a month as required.

Radon, fuel burning appliances inspection and lead based paint assessments are not required since this program serves school age children only.

Lighting and ventilation is adequate. Restrooms are nearby. Staff assure children are supervised going to and from the restrooms. Children go to the restroom alone. If groups of children are taken to the restroom together staff are standing outside the door.

Since the program is held in a large area each child has more than 35 square feet each.

All allergy/asthma/seizure action plans should be signed by a physician. Emergency medication must be accessible during program hours in case of a medical emergency.

Program Playground:

The center playground has slides, monkey bars, climbing structures, benches, grassy fields and basketball court. Surfacing is provided by mulch. Shade is provided by trees. Center staff consult the Child Care Weather Watch to determine if outdoor play is appropriate due to varying weather conditions. Playground Inspections should be conducted monthly. The child care weather watch is utilized if outdoor play is questionable due to varying weather conditions. Generally the area is not utilized since this program is morning only. However, playground inspections must be conducted the months the area is utilized.

Field Trips and Transportation:

Field trips are not taken since the program is before school hours only. Transportation is not provided to or from the program by the center.

Administrative Records:

The following postings were available on the date of the visit: Mandatory Reporter, Handbook Availability, Consultant Contact, License, Emergency Procedures for fire and tornado, and no smoking signs.

The program has a handbook containing all required policies.

Child and staff files are reviewed annually. All children had school age health forms, pick up authorizations, dental and medical emergency information and emergency contact information in files.

Staff files are reviewed including: updated Iowa Criminal Background checks (due every 2 years), fingerprint results (due every 4 years), Mandatory Reporter training (due every 5 years), Professional development training (due annually), CPR and First Aid training (due every 2 years), updated physicals (every 3 years). One staff was behind on a physical.

The emergency preparedness plan was present and staff signed and dated that they read and understand emergency procedures after the HHS visit.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center director has a working relationship with Child Care Resource and Referral. She has a good grasp on understanding HHS rules/regulations.

They may also access Nancy Granaman IDPH Child Care Nurse Consultant.

The program meets a need in the community.

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

1. 109.10(15)c: Center shall develop procedures for annual staff and volunteer training on emergency plans. Staff signed and dated acknowledgement of training on the Emergency Preparedness Plan immediately after the HHS visit. Corrected 11/6/24

2. 109.9(2)g: Any child with allergies, a written emergency plan. Copy shall accompany child if they leave the premises. Plans should have physician signature. Staff agreed to check with parents to see if the child was carrying the medication on their person or if medication was stored in the nurses office. The medication must be accessible in case of an emergency. HHS contacted CCNC Granaman on 11/6/24 and asked that she reach out to provide consultation on these issues to the program. She agreed to do so.

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to continue compliance with all rule throughout the year. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

Gina Crabtree, Y Director indicated the following in 2018:

1) Children have been divided into small groups with assigned childcare workers.
2) A daily activity schedule has been implemented for group rotations.
3) Malia Love (CCR&R) is providing additional resources to the Y childcare staff.
4) Childcare ads have been placed on indeed and posted at the YMCA.
5) A childcare staff meeting was held Oct. 29th to review new structure, policies, protocol when someone is sick, incident reports, and active play.
6) Nancy Granaman from the County Health Department visited the Y on October 31st and is available to Black Hawk staff for consultation services.
7) Lindsey is now Director of the programs ensuring DHS regulations are met and maintained.
8) The Y fingerprint check process was reviewed with Jodi Norton (CCR&R).

CCR&R visited this site in the past consulting regarding ratio and supervision and is available for future consultation.

HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. Please visit the following website to find out more information: http://idph.iowa.gov/hcci/consultants The center consultant is Tabitha Copeland and or Supervisor Jodi Norton. CCR&R and the Director have a good working relationship.

HHS encourages you to contact Child Care Resource and Referral. They offer centers assistance with meeting the DHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website to find out who your consultant is: http://www.iowaccrr.org/who_we_are/region_5/ The CCNC for the programs is Nancy Granman. The Director and CCNC Granaman have a good working relationship. They have met at other centers the past 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.