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

Name of Center: BCSS ABC Program **Enrollment:** 49 **License ID No. (Reapplications)** 45154

Street: 311 16th Ave **City:** Gilbertville Iowa **Zip** 50634 **County:** Black Hawk

Mailing Address: PO Box 106, Gilbertville, IA, 50634

Director's Name: Tera Weber **Phone Number:** 319-233-5980

On-Site Supervisor(s): Heidi Ludolph **E-Mail:** tweber@boscocatholic.org

Date(s) of Visit: 03-18-2025

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 X **Yes** **No** **NA** **Date Signed:** 02-07-2025

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

Date Inspected: 03-26-2025

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 X 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	0	0	15	40	55
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 04-01-2025 to 04-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 03-24-2025

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 03/18/25 I made an unannounced licensing visit to BCSS ABC Program in Gilbertville. I met briefly with Tera Weber the director. Ms. Weber started with the program as the director in May 2022. She has a BA in elementary education. I also met with Heidi Ludolph, the on-site supervisor for the program. Ms. Ludolph started with the program in August 2019 and became the on-site supervisor in August 2020. The program employs five staff members. Shelby Douglas is the principal for the Bosco Catholic School System. Ms. Douglas started with at the school in July 2018.

BCSS ABC Program operates out of the cafeteria inside the St. Mary Center and in a classroom in Immaculate Conception School. They also have use of the gym and playground. The program previously operated under the Department of Education and is now licensed under the Department of Human Services. The program serves children who are in preschool through fifth grade. The program operates Monday through Friday from 2:25-5:30 pm. The program only operates during the school year. There are currently 49 children enrolled.

Windows provide natural lighting. The centers observed include arts and crafts, library, dramatic play, games, table toys, transportation, blocks, woodworking, Legos, math, science, playdough and puzzles. Materials were in good condition. The materials are located at child level, so they were easily accessible to the children.

The preschool children are bussed in from St. Joseph School in Raymond. A staff member rides the bus over with the children. The program was in ratio the day of the visit.

There are bathrooms in St. Mary Center. The girl's bathroom has five toilets and three sinks and the boy's bathroom has three urinals, two toilets and three sinks. Procedures were posted. There are also bathrooms down the hall from the classroom. The girl's bathroom has four toilets and two sinks and the boy's bathroom has two urinals, two toilets and two sinks. Procedures were posted. There is a sink in the classroom and handwashing procedures are posted.

There was a phone in the cafeteria and classroom and emergency numbers with the program's address and phone number were posted in both locations. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program door in the classroom and near all three exits in the cafeteria, and both exits out of the gym. A daily schedule was posted.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. A radon test was completed in September 2024. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector is in the cafeteria, the classroom and the gym. Outlets were protected. The fire marshal inspection occurred on 03/26/25.

The program is not on the Child and Adult Care Food Program (CACFP) but follows the guidelines. The program provides the snacks. Children eat snack in the cafeteria. They use a combination of disposable products and glasses. Glasses are sanitized in the school kitchen's industrial dishwasher by cafeteria staff members. Snacks were stored according to NHSPS guidelines. There program has a refrigerator in the concession stand area and a thermometer was present. The snack menu

was available for review. They use the same snack menu each month.

The center uses Facili Pro Peroxide Multi Surface Cleaner and Disinfectant to sanitize the food tables. The product is provided by the school. It does require a portable water rinse on food surfaces. The program is cleaning and sanitizing the tables appropriately.

The parent information is located on a bulletin board inside an entrance in the school hallway. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign must be posted at the entrance.

The program uses the school playground area. This is a large open space. There is a concrete area with basketball hoops. There are swings in one area with woodchips for the fall surfacing and in another area, there is a large piece of climbing equipment with slides, rings and several other activities. There are teeter totters, monkey bars and a climbing wall. Woodchips are used for fall surfacing. There is a large grassy area with soccer nets. Staff members take balls outside for the children. Trees provide shade and there are benches for the children to rest.

Staff and children files were reviewed at the time of the licensing visit. I reviewed six children files. Files must contain emergency contact information for the doctor and dentist of each child. The doctor and dentist's name, phone number and complete street address must be provided. One file did not provide any dental emergency contact information. There was not a pattern of disregard so this will not be cited.

I reviewed two staff files. They were in great condition.

I reviewed policy and procedures, staff and parent handbooks. The necessary written emergency procedures and policies were present. Emergency Preparedness Plans have been completed.

Staff members are great at taking the children outside so they can run around and play after a long day of sitting in a classroom. Staff members were spread out on the playground to provide clear supervision. Each of them was actively engaged in activities, whether it was pushing children on swings, watching them go down slides or talking to the children about making ladybug houses. Staff members encouraged the children to use their imaginations. During snack, the staff members were spread out in the dining area to provide supervision and assist the children as needed. They had great teamwork. Staff members greeted the parents as they arrived and wished the children a good night. Ms. Ludolph has been with the program for many years and has good knowledge of licensing expectations. The children appeared to enjoy their time at the program.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Ms. Weber states they have incredible staff members. She states Ms. Ludolph has several years of experience and Julie Frost Has experience and nursing experience.

Ms. Weber states they recently hired more staff members so they can provide extra staff for the children.

Ms. Weber states they work with great families.

Ms. Weber states they do all the billing electronically now.

Ms. Weber states they secured a $20,000 grant to be shared between the Bosco Preschool program and the ABC program. She bought new toys and tables and other items for the program.

Ms. Weber states the preschool children can ride the bus from Raymond to Gilbertville to attend the after school program.

The program is in a secured building and there are cameras at the entrance.

The program provides a valuable service to families who work and do not want their children home alone after school.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued. All DHS licensing standards and procedures must be maintained during the renewal period.

*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.