Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: YMCA School Age Care at Orchard Hill Elem

Provider No.: 46271

Address: 3909 Rownd ST, Cedar Falls, IA, 50613

County: Black Hawk

Director's Name: Brandon Bennett

On-Site Supervisor: John Warndahl

Phone Number: 3192333531

E-Mail: BBennett@blackhawkymca.org

HHS Visit Date: 09/17/2025

Licensing Period: 12/01/2025 to 12/01/2027

Fire Inspection:

Date Inspected: 03/15/2024

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		6:30 AM to 6:00 PM	
Tuesday		6:30 AM to 6:00 PM	
Wednesday		6:30 AM to 6:00 PM	
Thursday		6:30 AM to 6:00 PM	
Friday		6:30 AM to 6:00 PM	
Saturday			

Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [ ] PreSchool
- [X] School Age
- [ ] All Ages

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

1. Basic Overview

On 09/17/25 I made an unannounced licensing visit to YMCA School Age Care at Orchard Hill Elementary in Cedar Falls. I met with John Warndahl, the on-site supervisor. He has worked with the Waterloo YMCA since June 2024 but has also worked at various YMCA's prior to this. There were two staff members present with the children in the morning session but they needed three staff members. Two staff members are present for the afternoon session.

Brandon Bennett is the director. Mr. Bennett is the Director of Youth Development, SAC. Mr. Bennett started with the YMCA on 10/05/22. He has previous experience in childcare, including as an assistant director, in Minnesota. His office is in the YMCA facility in Waterloo.

The program is in Orchard Hill Elementary. They primarily operate out of the cafeteria but also have use of the gym and school playground. The before and after school program operates Monday through Friday from 6:30-8:30 am and 3:45-6:00 pm. Every Wednesday the children get out of school at 1:50 pm. The program serves children who are in kindergarten through sixth grade. There are currently 67 children enrolled.

The centers observed include art, library, magnets, Legos, games, and table toys. Centers are stored in a closet in the cafeteria.

I visited the program during the morning session. The number of children at the program at any one time is changing constantly because of children arriving and leaving. The morning of my visit the program was out of ratio. This cannot occur.

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There is a sink in the cafeteria and handwashing procedures were posted.

The children primarily use two bathrooms located in the hallway. The boy's bathroom has two toilets, three urinals and three sinks. The girl's bathroom has five toilets and three sinks. Handwashing procedures were posted in both locations.

Staff members have a program cell phone. Emergency phone numbers with the program's address and phone number were in a staff binder. Emergency fire and tornado procedures and evacuation diagrams were posted by all the main program doors and outdoor exits in the cafeteria. The evacuation diagrams must be posted by all three exits out of the gym. They were only posted near one.

A daily schedule was not posted but is required. This was cited in the last two years' reports also.

I asked for documentation of monthly fire and tornado drills. The program has not practiced a fire or tornado drill yet this year. There was no documentation of fire or tornado dills for the 2024-2025 school year. Fire and tornado drills must be practiced every month and documented. Missing drills is a serious offense. This was cited in the last three years' reports.

Radon testing, a fuel burning inspection and a carbon monoxide detector are not necessary because the program is exempt from environmental assessments as a before and after school program that serves only school-aged children and located in a public-school building. The fire marshal inspection occurred on 03/15/24.

A child has an Epi-pen that they keep in their backpack. This is not allowed. Children cannot have access to medications while in care.

The YMCA provides an afternoon snack. The snack menu is not being kept. A snack menu is required and must be available for review during licensing visits. This was cited in last year's report.

Disposable products are used so dishwashing is not necessary. The program is not part of the Child and Adult Care Food Program (CACFP). I cannot say if CACFP guidelines are followed without menus. The program does not have a refrigerator. Snacks were stored according to the NHSPS guidelines. container and be dated. Breakfast is provided by the school once the children are released from the program.

The program is using Clorox Wipes to sanitize the food tables. They have a one minute dwell time.

The parent information was not displayed and I was informed they do not have a parent board. They typically have a portable bulletin board but Mr. Warndahl took it to the YMCA and has not received it back. The mandatory reporter, childcare consultant and the handbook availability must be posted. The license must be conspicuously posted. A no-smoking sign was posted at the entrance.

The program uses the elementary school's playground. The area is partially fenced in. Rubber tiles are used for fall safety surfacing. There are multiple pieces of climbing equipment. It is arranged almost like an obstacle course. There are slides, rings, a bridge, steppingstones, balance beam, climbing wall, swings, spinning toys and teeter totters. There was a climbing dome for the children. There is also a large grassy area and an area for basketball. Trees provide shade.

The program also has use of the gym.

The children's files were reviewed at the time of the licensing visit. I reviewed six children's files. Parents must provide at least one emergency contact other than themselves. Four files only provided the name of parents for emergency contacts. Two files did not provide permission to pick up information.

On 10/02/25 I reviewed one staff file at the YMCA. The staff member did not have documentation of an Iowa background check (SING) or fingerprints. The staff member did not have documentation of mandatory reporter training and an outdated universal precautions training. The staff member did not have a physical.

2. Identify Observed Strengths of the program

Mr. Warndahl had good knowledge of the program's routine and schedule. He also had good knowledge of licensing

standards and expectations. The children started playing freely in the cafeteria and then moved to the gym. Staff members were spread out in both locations and actively engaged with the children in play. They had great interaction with the children and maintained positive conversation. They offered the children options. They provided the children with praise and encouragement. They were enthusiastic. The children appeared to enjoy their time at the program. Several children made an effort to say goodbye to the staff members and give them high fives.

Mr. Warndahl keeps a group chat with staff members to try to make sure everyone is on the same page and to communicate with each other if there are any problems.

Staff members welcomed parents, held the door open for the parents and children when they arrived.

Mr. Warndahl states he tries to provide consistency and flexibility to the children.

I observed several children walking up to staff members in the gym to give them hugs or ask them to play.

The program is inclusive . They make sure all the children feel included.

The program meets a need in the community to provide care for children before and after school. They are safe on the school site and do not have to transition to a new location.

3. Identify the aspects that fall below the standard

109.4(2): Postings are required for:The certificate of license.Notice of exposure to communicable disease.Notice of decision to deny, suspend, or revoke center license or reduce to provisional status.Mandatory reporting requirements.Notice of availability of the handbook.Name and contact information of the HHS licensing consultant.Program activities and menus.All postings shall be conspicuously placed at the main entrance of the center.
The parent information was not displayed and I was informed they do not have a parent board. They typically have a portable bulletin board but Mr. Warndahl took it to the YMCA and has not received it back. The mandatory reporter, childcare consultant and the handbook availability must be posted. The license must be conspicuously posted. A no-smoking sign was posted at the entrance.

109.7(1): All staff (within first three months of employment):Iowa’s training for the mandatory reporting of child abuse.At least one hour of training regarding universal precautions.Certification in First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute, or MEDIC First Aid or an equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
he staff member did not have documentation of mandatory reporter training.

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 presentAt 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.
The morning of my visit the program was out of ratio. This cannot occur.

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child

abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.
The staff file I reviewed was in poor condition. It did not have the Iowa background check (SING) or fingerprints. These are required to be completed before a staff member starts.

109.9(1)b: 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.
The staff member did not have a physical.

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.
Parents must provide at least one emergency contact other than themselves. Four files only provided the name of parents for emergency contacts.

109.10(1): Medications: The center shall have written procedures for dispensing, storage, and authorization, and recording of all prescription and non-prescription medications.Staff must be over 18 to administer medication.All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription.Staff shall not provide medications to a child if pre-service/orientation training for medication management has not been completed.
A child has an Epi-pen that they keep in their backpack. This is not allowed. Children cannot have access to medications while in care.

109.10(13)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.
I asked for documentation of monthly fire and tornado drills. The program has not practiced a fire or tornado drill yet this year. There was no documentation of fire or tornado dills for the 2024-2025 school year. Fire and tornado drills must be practiced every month and documented. Missing drills is a serious offense. This was cited in the last three years' reports.

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.
The program did not have a daily schedule. This was cited last year also.

109.13(1 and 2): Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines.Staff shall provide supervision at table during snacks and meals.Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep.Menus shall be made available to parents and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.
The YMCA provides an afternoon snack. The snack menu is not being kept. A snack menu is required and must be available for review during licensing visits. This was cited in last year's report.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

N/A

5. Special Notes/Recommendations

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

An administrative change is being made to remove Bekah Stevens as a co-director. Mr. Bennett remains the director.

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The program was out of ratio during my visit. I was informed this was not the first time they have been out of ratio.

The staff file I reviewed was in poor condition. It did not have the Iowa background check (SING) or fingerprints. These are required to be completed before a staff member starts. There was also a missing training and outdated training and no physical. The staff member has been employed with the YMCA since June 2024.

Fire and tornado drills must be practiced every month and documented. It is administrations responsibility to oversee the program and make sure these drills are being practiced every month.

Snack menus must be maintained and available for review during licensing visits.

The program did not have a parent board. This is a licensing requirement and it must be put out every morning and afternoon in a location where parents can see it.

I met with Mr. Warndahl after my observations to discuss my areas of concern. I also emailed Mr. Bennett to inform him of the areas that fell below licensing standards.

Date: 10/16/2025

HHS Licensing Consultant: Becky Frost

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**.