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

Name of Center: Boyer Valley Campus Care-Dunlap **Enrollment:** 18 **License ID No. (Reapplications)** 897

Street: 1102 Iowa AVE **City:** Dunlap Iowa **Zip** 51529 **County:** Harrison

Mailing Address: 1102 Iowa AVE, Dunlap, IA, 51529

Director's Name: Melissa Ritterbush **Phone Number:** 712-643-2251

On-Site Supervisor(s): **E-Mail:** mritterbush@boyervalley.org

Date(s) of Visit: 07-23-2024

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

LICENSING VISITS

New Application **Re-Application** X **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: 05-25-2023

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: X Infants (0-23 mo.) X 2 Years X 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	4	10	10	11	35
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2023 to 08-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 08-05-2024

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year licensing visit was made to Boyer Valley Schools Campus Care - Dunlap on 7-23-2024. The center is located in the Boyer Valley Community School. Full day child care is offered to infant age children to school age children including before and after school programing for preschool and school age children. The hours of operation are 6:00 am to 6:00 pm Monday through Friday - year round program.
Melissa Ritterbush is the director of the Dunlap and Dow City sites. Melissa was previously the on-site supervisor. I met with Melissa during my visit.
There are 18 children enrolled.

Observation of rooms:
Following construction/renovations the center moved into two new child care rooms in July 2024. There is a infant room and a room for children two and older. The program rooms look nice and have age and have age and developmentally appropriate equipment. Melissa reported that she swapped the designated rooms, saying this change wasn't ideal but was needed to accommodate children. The ratio/age of child separation was emailed to Melissa Ritterbush on 7-25-2024. Appropriate ratio/age separation will need to be provided. Melissa said the infant room will remain, and the second program room she would like to use for toddler age children and then request another room for preschool and school age children. If you add an additional room please email me the floor plan and the approved fire inspection.
Infant room - there were seven children and two staff present. Some of the children were in cribs sleeping, the room was too dark. The room must be light enough to see the children's faces and see their chest rise to see they are breathing. The daily sheets looked good.
Three year old and older room - there were nine children and two staff present. The children were taking a nap. The room had lesson plans/activities. This room doesn't have restrooms and the children are using the restrooms in the infant room. Melissa showed me a restroom that was in close proximity down the hall that they will begin using. Make sure children are escorted to the restroom by staff.
Melissa reported that the center will begin using the Brightwheel child care app.
Staff were attentive to the needs of the children.

Nutrition:
The center provides the breakfast and snack. During the school year the school provides the lunch and during the summer the children bring their lunch. Children's lunches must have proper refrigeration and need to be refrigerated. You need menus for the meals you provide and you must follow the CACFP fool guidelines.

Health and safety:
The center follows the medication management guidelines when a child is prescribed medication.
Monthly fire/tornado drills are practiced and documented.
Since you are in a school, the Department of Education is responsible for radon testing. DHHS licensing no longer reviews radon testing. Radon testing was done in May 2022 with a score of 1.9 pCi/L, radon test scores must be under 4.0 pCi/L.
The three step bottle procedure for sanitizing and disinfecting was being followed, Oxivir Tb is used for sanitizing and disinfecting. Make sure your disinfecting bottle is properly labeled.

If your building has fuel burning appliances a annual fuel burning inspection is required. Schools usually give me a current boiler inspection. I couldn't locate a current boiler inspection.
You need the emergency policies and procedures.

Playground:
The center uses the school playground. Monthly playground safety inspections are completed.

Transportation:
The center doesn't provide transportation services.

Administrative records:
Child files were read and were in good order.
You can use the annual statement of health form signed by the parent for the school age children.
Staff files are kept at the Dunlap site. Staff files were read on 7-23-2023 at the Dunlap site and files weren't compliant - multiple staff need training - Melissa reported that staff will be taking Applebaum training, a national record check conviction needs evaluated, Melissa's criminal record check had expired. Please review all staff files and have them updated with the required information immediately. The evaluation process for the national record check needs completed immediately. Record check directions were emailed to Melissa on 7-25-2024.
Melissa is the director at both sites - Dow City and Dunlap. She meets with staff at both sites. She spends more time at the Dunlap site.
The center has a Facebook page.
You need to print the current DHHS policies and procedures handbook, read them and become knowledgeable of the rules. Please have a copy of the handbook at each site.

Make sure the center has a responsible person in charge (Dow City site and when you are gone) that knows the DHS rules when the director is gone.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Melissa continues to work hard to learn the DHS rules.
Your center is an excellent resource for the community.
The center is an excellent resource for the school and community.
Staff were positive and attentive to the needs of the children.
Melissa would like to apply for the IQ4K program.

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

109.8(2): Ratio maintained in center as required by age. You must have staff in ratio at all times. The ratio/age of separation information was emailed to Melissa Ritterbush on 7-25-2024.

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. If your center has fuel burning appliances you will need an annual fuel burning inspection - boiler inspection.

109.12(4): Sufficient toilet articles are provided for handwashing.Sufficient and safe indoor play equipment, materials, and furniture that conforms with CPSC or ASTM.Play equipment, materials, and furniture meet the 470-0724 (Rev. 02/06) Page 3 of 5 developmental, activity, and special needs of the children.Room’s arrangement does not obstruct the direct observation of children.Individual covered mats, beds, or cots, and appropriate bedding is provided for all children who nap.Procedures are developed and implemented to maintain equipment and materials in a sanitary manner.Sufficient spacing is maintained between equipment to reduce transmission of disease and allow ease of movement by children and staff to respond to activities and care needs.Sanitary procedures are followed for use and storage of personal hygiene articles.
Additional concerns: It was nap time and the room was too dark for the staff to see the children. Make sure the room is light enough that staff can see the children's faces and see their chest rise to see that they are breathing.

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks.Menus planned one week in advance, made available to parents, and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.
The school provides breakfast, lunch and snacks during the school year. The children bring their lunch on non school days and during the summer. You need menus for the meals you provide and you must follow the CACFP fool guidelines.
Proper refrigeration is required and children's lunches/food brought from home must be refrigerated.

109.9(1)b All files contain: A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information. Copies of the results of Iowa records checks conducted. Copies of national criminal history check results. Any Department-issued documents sent to the center related to records check.
Staff files are kept at the Dunlap site. Staff files were read on 7-23-2023 at the Dunlap site and files weren't compliant. National record check conviction needs evaluated, Melissa's criminal record check had expired. Please review all staff files and have them updated with the required information immediately. The evaluation process for the national record check needs completed immediately. Record check directions were emailed to Melissa on 7-25-2024.

109.7(2) Center directors and all staff have the required contact hours of training.
Staff files were read on 7-23-2023 at the Dunlap site and files weren't compliant - multiple staff need training. Please review all staff files and have them updated with the required information immediately.

109.10(15)a The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children. Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards. If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for
- Evacuation to safely leave the facility
- Relocation to a common, safe location after evacuation
- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue
- Lock down to protect children and providers from an external situation
- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers
- Continuity of operations
- To address the individual children, including those with functional or access needs.

The center didn't have the emergency policies and procedures. Make sure the emergency polices and procedures are on site and make sure all staff know the emergency policies and procedures immediately. This is a repeat violation.

Please send me an email by 8-22-2024 letting me know how the items listed above have been corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for 8-1-2023 to 8-1-2025.
Off year licensing visit 7-23-2024.

A referral to Child Care Resource and Referral will be made for consultation and training on a variety of topics i.e. emergency procedures, staff training, record checks, DHHS licensing policies etc.

Please send me an email by 8-22-2024 letting me know how the non compliance items listed above have been corrected.

*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.