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

**Name of Center:** YMCA School Age Care at Cedar Heights Elem **Enrollment:** 43 **License ID No. (Reapplications)** 46270

**Street:** 2417 Rainbow Dr **City:** Cedar Falls Iowa **Zip** 50613 **County:** Black Hawk

**Mailing Address:** 669 S Hackett Rd, Waterloo, IA, 50701

**Director's Name:** Brandon Bennett & Bekah Stevens **Phone Number:** 319-553-2855

**On-Site Supervisor(s):** Danika Kirchner **E-Mail:** bstevens@blackhawkymca.org

**Date(s) of Visit:** 11-15-2023

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** X **No** **NA** **Date Signed:**

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

**Date Inspected:** 08-24-2023

**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:** 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 | 0 | 0 | 0 | 50 | 50 |
| Summer | | | | | 0 |

**QRS Rating:** N/A

| RECOMMENDATION FOR LICENSE: | |
|---|---|
| X | **FULL** license from 12-01-2023 to 12-01-2025 |
| | **PROVISIONAL** license from |
| | **DENIAL** of initial application |
| | **SUSPENSION** of license |
| | **REVOCATION** of license |

**Licensing Consultant:** Becky Frost **Date:** 11-30-2023

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

N/A

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

On 11/15/23 I made an unannounced licensing visit to YMCA School Age Care at Cedar Heights Elementary in Cedar Falls. I met with Danika Kirchner, the on-site supervisor for the program. Brandon Bennett and Bekah Stevens are the co-directors. Mr. Bennett is the Director of Youth Development, SAC. Ms. Stevens is the director of the ELC program. Mr. Bennett started with the YMCA on 10/05/22. He has previous experience in childcare, including as an assistant director, in Minnesota. He has not finished his education yet but has completed four years of classes in early childhood studies and secondary education. Mr. Bennett is primarily in charge of the school age programs and Ms. Stevens primarily oversees the early learning center. Ms. Stevens has been employed with the YMCA since September 2020. She has a BA in Social Work and Spanish. Their offices are in the YMCA facility in Waterloo. There are two or three staff members present with the children in the morning and two or three staff members for the afternoon session.

The program is in Cedar Heights Elementary. They primarily operate out of the cafeteria area, but also utilize the school gym on occasion and the playground. The before and after school program operates Monday through Friday from 6:30-8:45 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 43 children enrolled.

The cafeteria and gym are open spaces that allow for free play and organized activities. Natural lighting is available in the cafeteria and artificial lighting is used in the gym. The centers observed include art, library, Legos, games, and table toys. Centers are stored in a closet located in the cafeteria.

I visited the program during the afternoon session. The program was in ratio. The number of children at the program at any one time is changing constantly because of children arriving and leaving.

The children primarily use two bathrooms located outside the cafeteria. The girl's bathroom has three toilets and two sinks. The boy's bathroom has one toilet, two urinals and two sinks. Handwashing procedures were posted in both locations. There are additional bathrooms in the school. Staff members maintained supervision of the children when the bathrooms were used.

Staff members have a program cell phone. You must post emergency numbers with the program's address and phone number. Emergency fire and tornado procedures and evacuation diagrams were posted by most of the main program door and outdoor exit in the cafeteria. The evacuation diagram must be posted near Door C in the cafeteria. The evacuation diagram must be posted by the outside exit in the gym. A daily schedule was not posted but needs to be.

I reviewed documentation of monthly fire and tornado drills. The program is practicing fire and tornado drills this year. They are currently only practiced in the afternoon but must also be practiced in the morning. There was no documentation of fire or tornado drills for the 2022-2023 school year. You must keep records for two years so that I can review them during licensing visits.

I reviewed documentation of monthly playground inspections. There was no documentation on site for the 2022-2022. You

must keep records for two years so that I can review them during licensing visits. This was cited last year also.

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 08/24/23.

The program uses bleach to sanitize the food tables. They report the school often prepares the tables for them so they do not have to. I would recommend the program still cleaning and sanitizing the tables so you know they are done correctly.

An afternoon snack is provided by the YMCA. A snack menu was posted but there had not been any documentation of what was served since 10/20/23. You must document snacks daily and have this information available for review. Disposable products are used so dishwashing is not necessary. The program is not part of the Child and Adult Care Food Program (CACFP) but is following the guidelines. The program does not have a refrigerator. Snacks were stored according to the NHSPS guidelines. The program does not serve breakfast, but a table is cleaned and sanitized so children could eat breakfast if they brought it. Breakfast is served by the school once the children are released from the program.

The program uses the elementary school's playground. The area is partially fenced in. Woodchips are used for surface safety cushioning under some of the climbing equipment. The playground area needs more woodchips. I would also recommend raking the woodchips under climbing equipment. There are climbing walls, rings, monkey bars, and a balance beam. Rubber tiles are used under the swings. There are several large gaps in the rubber tiles and they are bulging up making them a tripping hazard. Please talk with the school about repairing these. There are also grassy areas and a basketball court with hoops. There is a baseball field where the children can play kickball. There is a GaGa Ball area. Shade is available from trees.

The parent information was not displayed when I arrived at the program. They have a portable bulletin board inside the cafeteria. The board has the mandated postings, including the mandatory reporter information, the childcare consultant and the handbook availability information and the license. A no-smoking sign was posted at the entrance.

The program uses the elementary school's playground. The area is partially fenced in. Woodchips are used for surface cushioning under the climbing equipment. There are climbing walls, rings, bars, and a balance beam. Rubber tiles are used under the swings. There are also grassy areas and a basketball court with hoops. There is a baseball field where the children can play kickball. Shade is available from trees.

Children files were reviewed at the time of the licensing visit. I reviewed eight 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. Six files did not have any medical or dental emergency contact information. Three files did not have information with next of kin with emergency phone numbers. There were no health statements on site and no signed statement that immunization records are with the school.

I reviewed one staff file at the YMCA on 11/28/23. The staff member had an outdated Iowa background check (SING) in her file. Mr. Bennett states they were running the SING check on 11/29/23. There was no documentation of on-going training hours. The YMCA trainings are not approved and do not count toward DHH training hours.

Staff members were observed to have terrific interaction with the children. They were outside on the playground during my visit. Mr. Swieter was playing soccer with a group of children. Ms. Kirchner was moving around the space and actively engaged in activities with the children. She was nurturing to a child who fell and was upset. She moved around the large space to provide supervision. Ms. Kirchner and Mr. Swieter had good communication. The children appeared to enjoy their time at the program.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

Ms. Kirchner states the children form real friendships while at the program.

Mr. Swieter states he is impressed that all the children become friends and their age does not matter. The older children play with the younger children.

Mr. Swieter states the program allows children to stay on site after school and this helps parents out because they do not need to worry about transportation.

The program is here for the community no matter what. They are here to serve the communities with any childcare needs they may have.

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

109.4(3)b: Postings are required for:Mandatory reporter requirements.Notice of availability of handbook.Program activities.These shall be posted in area frequented by parents or public.
The parent information was not displayed when I arrived at the program.

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 parent information was not displayed when I arrived at the program.

109.9(2)a: 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.
Number not in compliance: 3
Information lacking: Three files did not have information with next of kin with emergency phone numbers.

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
Number not in compliance for medical: 6
Number not in compliance for dental: 6
Information lacking: 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. Six files did not have any medical or dental emergency contact information.

109.10(1)b: School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions.
Number not in compliance: 8
There were no health statements on site and no signed statement that immunization records are with the school.

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.
There was no documentation of fire or tornado drills for the 2022-2023 school year. You must keep records for two years so that I can review them during licensing visits.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.
The playground area needs more woodchips. I would also recommend raking the woodchips under climbing equipment. Rubber tiles are used under the swings. There are several large gaps in the rubber tiles and they are bulging up making them a tripping hazard. Please talk with the school about repairing these.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
There was no documentation on site for the 2022-2022. You must keep records for two years so that I can review them during licensing visits. This was cited last year also.

109.11(5): Telephone: Working non-pay phone with posting adjacent for emergency numbers for police, fire, and poison control center. Center street address and phone included in posting.List of emergency numbers for children kept near phone.
You must post emergency numbers with the program's address and phone number.

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.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

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

I met with Brandon Bennett and Joseph Espinosa at the YMCA on 11/28/23. We discussed the concerns I had with my visit. Mr. Bennett and Mr. Espinosa informed me they are already making corrections to the sites following my email to them with my concerns. If the same violations occur next year the program will be placed on a provisional license.

An administrative change is being made to name Danika Kirchner as the on-site supervisor.

*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.