Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Burlington Area YMCA-Kiddie Campus at SCC

Provider No.: 51309

Address: 1500 West Agency Rd, West Burlington, IA, 52655

County: Des Moines

Director's Name: Lindsey Hohenberry

On-Site Supervisor: Hannah Timmons and Kloey Edwards

Phone Number: 3197536734

E-Mail: lindsey@burlingtony.org

HHS Visit Date: 06/05/2026

Licensing Period: 03/01/2025 to 03/01/2027

Fire Inspection:

Date Inspected: 06/17/2026

Comments: completed and approved by WBFD, due annually- the Director reached out to West Burlington FD to get an updated inspection, he indicated he was waiting on the college to fix something that did not pertain to the childcare and the inspection for childcare was approved and Director will send it to HHS once received

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 1

- [ ] Accrediation

Program Duration:

- [X] Year-Round
- [ ] 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:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	12	12	12	10	46
Summer					0

1. Basic Overview

Burlington Area YMCA- Kiddie Campus At SCC is located in an academic building on the campus of Southeastern Iowa Community College in West Burlington. The program Director is Lindsey Koopmans. She holds a Bachelor's in Nursing and a BA in Communications Disorders and directs other childcare programs for the YMCA. Ms. Koopmans was formerly on site supervisor at the main Burlington YMCA Childcare site working in childcare at the YMCA since 2016. OSS Koopmans was promoted to Director in 2019 and is housed in the main YMCA location. Hannah Timmons is the on site supervisor. She has been employed by the YMCA as OSS at other childcare sites and has 6 years experience working for Head Start and the Y. Two other staff have been appointed as designated persons in charge when Lindsey or Hannah are not present.

Gina Crabtree (Y Director), located in the main YMCA is available for support when needed. On 6/5/26 I made an unannounced licensing visit to the program and all areas were observed at that time. I met with On Site Supervisor Hannah Timmons and Kloey Edwards. OSS Edwards has been in licensed childcare since 2018. I followed up after the visit with Director Koopmans. The visit consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Staff were actively engaged in providing care to the children at the time of the visit. The program is secure and can only be accessed through a locked door. The program contains a separate space for infants, a designated eating area for infants, toddlers and preschool/school age children. The building also contains a small kitchen.

Center Nutrition Practices:

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The center chooses to participate in the CACFP Program. Food preparation and storage procedures were consistent with NHSPS. The center had thermometers in all refrigerators and freezers. The center offers breakfast, morning snack, lunch and afternoon snack. Each child was served a nutritionally balanced meal and snack as defined by CACFP guidelines per center menus. Allergy action plans should be posted in the kitchen if food allergies are present. The kitchen area is not accessible to children.

Center 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 are aware of hand washing recommendations from the IDPH for appropriate hand washing. All first aid supplies recommended by the IDPH were available in the centers first aid kits.

Tornado and Fire Drills were practiced and documented once a month as required.

Radon testing indicates levels below 4 pciL. Updated testing is due every 5 years. Annual fuel burning appliances testing had not been completed. The center contained carbon monoxide detectors as required. Lead based paint assessment is not necessary as the building was constructed after 1976.

Sanitary procedures for diapering/assisting with toileting can be reviewed with CCNC Nancy Granaman. She can assist with consultation and training.

Child Care Nurse Consultant Nancy Granaman conducted a medication administration training last April. We discussed allergy action plans. Every child with a diagnosed allergy has a plan on file. Moving forward it will be made accessible to staff. This was also discussed last year.

Capacity is followed at 35 square feet per child and 40 square feet per child in the infant room. Capacity for infants vs. older children may change as enrollment needs arise. The Director will approve any changes in capacity for each area with HHS.

After the HHS visit this year the Director met with the college and discussed ratio, capacity, restrooms, sink and diaper changing table placement as well as access to gross motor areas. They agreed on a plan to improve the program space and allow children access to gross motor activities indoors on poor weather days. This is duly noted.

Center Playground:

The center playground is immediately attached and is surrounded by a chain link fence. Shade is provided by trees and the building. The Childcare Outdoor Weather Watch is utilized on days outdoor play is questionable due to varying weather conditions. A first aid kit is taken outdoors as is any emergency medication. The area contains a storage shed.

Age appropriate play equipment is available and no safety hazards were observed.

Center Field trips/Transportation:

The center chooses to not leave the campus for field trips.

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.

Staff and child files are reviewed annually. The Director and OSS are tracking staff information and are aware of required training, physical, and background checks and expiration dates.

Child files have updated physicals and immunizations, pick up authorizations, emergency contacts, medical and dental information.

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Each classroom had age appropriate curriculum posted. Lesson plans were appropriate which included: active and quiet times, large-group activities, small group activities and time to play alone or with others, indoor and outdoor playtimes, and time for children to select their own activities and teacher directed activities. I spoke with OSS regarding CCR&R assistance with schedules and curriculum. A wide variety of toys, educational games, puzzles, and books were available to the children to utilize. They were all in good condition. The environment was clean and well maintained. Classrooms were decorated with educational materials that were age appropriate.

Incident reports were reviewed. They are kept in child files and were complete.

The program has an Emergency Preparedness Plan specific to this location. All staff but new employees have been trained on the plan and have signed and dated acknowledgement of such.

2. Identify Observed Strengths of the program

Director Koopmans visits the child care rooms on a regular basis to ensure supervision is effective.

3. Identify the aspects that fall below the standard

1. 109.6(4)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs. One seventeen year old staff needs fingerprints. She will not work in ratio until these have been completed. NOW CORRECTED 7/1/26

2. 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 present At 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 day of the visit school age children were in the same room as three year olds (12 children ages 3-7). The Director met with the college and a plan was agreed upon that the space will be modified making it more manageable for staff to maintain ratios regarding mixing ages of children in each area.

3. 109.9(2)d: 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. Some child files should be updated with medical and dental service providers. May tornado and fire drills and playground inspections were missed. They resumed in June. Files will be updated within 30 days. All update requests for information have been sent out to parents as of 7/1/26.

4. 109.10(14)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. A preschool age child was alone in the restroom at the time of the visit.

The Director met with the college and a plan was agreed upon that the space will be modified so that preschool children are closer to the restroom making it more manageable for staff to closely supervise.

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

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5. Special Notes/Recommendations

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to continue to monitor day to day practice and adjust accordingly to continue to ensure licensing rule is met consistently. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

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. Nancy Granaman is the Des Moines County Child Care Nurse Consultant. CCNC Granaman visited the program in September 2024 going over the Health and Safety Checklist. She visited again in March 2025 observing the program shelving.

HHS encourages you to contact Child Care Resource and Referral. They offer centers assistance with meeting HHS regulations, IQ4K, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. CCR&R can be consulted on curriculum development and implementation and other general child care questions. Tabitha Copeland is the Des Moines County Consultant. She visited in March 2025 and also emailed providing information regarding schedules, routines and curriculum.

Administration has a history of accessing Child Care Resource and Referral Consultant Jodi Norton/Tabitha Copeland and Iowa Department of Public Health Child Care Nurse Consultant Nancy Granaman to ensure best practice measures are implemented in several areas.

Targeted Assessment: Behavior Management
I discussed with Lindsey Koopmans her oversight of behavior management related to helping childcare staff: 1)Understand expectations, 2) managing frustrations, 3) monitor performance. The director shared that behavior management expectations are reviewed during staff orientation and reinforced through ongoing training, staff meetings, and daily supervision. The director emphasized the importance of positive redirection, age-appropriate guidance, and supporting staff in recognizing and managing frustration. Behavior management strategies and expectations are regularly reviewed with staff, and classroom practices are monitored to ensure children are being supported in a safe, respectful, and developmentally appropriate manner.

Date: 07/01/2026

HHS Licensing Consultant: Jill Seibert

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**.