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

Name of Center: AFES Youth Center **Enrollment:** 45 **License ID No. (Reapplications)** 17941

Street: 712 3rd ST NW **City:** Fort Dodge Iowa **Zip** 50501 **County:** Webster

Mailing Address: 712 3rd ST NW, Fort Dodge, IA, 50501

Director's Name: Charles Clayton **Phone Number:** 515-955-2969

On-Site Supervisor(s): Shawana Ricklefs **E-Mail:** ourafes@hotmail.com

Date(s) of Visit: 07-17-2024

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

LICENSING VISITS

New Application X **Re-Application** **NA**

Signed Application (470-0722) Received **Yes** **No** X **NA** **Date Signed:**

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

Date Inspected: 09-19-2023

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 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				281	281
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 09-01-2024 to 09-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Raymond Salsbury **Date:** 07-24-2024

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

NA

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced annual visit was made to the AFES Youth Center on 07-17-24 where I met with the on-site supervisor Shawna Ricklefs as the center director, Charles Clayton, was not available. Both are well qualified for the positions they hold based on their experience and on-going professional development. The program is located in the old Hillcrest Elementary building in Fort Dodge and is operated as a non-profit entity overseen by a board of directors. The program primarily provides after school and summer programming for school age children. There are approximately 45 children that are enrolled in the program served by 10 staff. This facility also acts as a community recreation center providing space for other programs and activities. This includes sports leagues, and other summer programs for older school age children and adolescents but those programs are not included in the licensed programming and were not in operation on the day of my visit. The center does have polices and procedures in place to ensure the supervision of the children in the licensed programming when other groups are present. All aspects of the program subject to Licensing Standards were reviewed during the visit.

The layout of the building and classrooms remains the same as in the prior visit. The center is currently making use of 4 classrooms (2, 4, 5, &16) of the building for child programming. The program also makes use of the gymnasium which is in a separate building on the same property. Each classroom has restroom facilities and additional sinks in the room so that children do not need to leave the room. The rooms have a traditional school classroom open floor plan. One room did have a temporary construction within the main classroom that created a smaller room which is used for storage. Each room has a large bank of windows along the exterior walls which provide natural light, ventilation, a view of the outdoors, and also serve as secondary emergency egress. Classroom 2 did have OSB boards covering the windows with the exception of the evacuation window. Access to all exit windows was maintained so that they were clear of any obstruction. There were some maintenance issues noted but nothing that rose to the level of being an immediate safety concern for the children.

In reviewing each classroom they have traditionally been established by activity programming but the center is now defining them by age group. With this change it was still noted that much of the materials present in the classrooms still reflect more of the activity focus. A an example one classroom had more of a media focus with video games and a large projector. The toys, materials, and equipment in each classroom was observed to be in good repair and appropriate to the ages of the children attending the program. While the materials in each classroom were limited the center does have additional items in storage which can be rotated into use throughout the year to continue to provide new opportunities to the children. A copy of the daily schedule and curriculum was posted on the day of the visit. The curriculum plan uses a general focus theme, but also includes a focus on physical activity/sports, and development of school readiness skills with homework assistance during the school year and math/science worksheets. The staff were observed to be engaged with the children during the visit implementing the program and providing supervision. The center does follow a positive behavior support approach to behavior management. During the visit the staff were observed to use routines and reminders of expected behavior, redirection, and guided problem solving to encourage appropriate behavior choices. Ratio was maintained as required in the center, and with additional staff attending when engaging in off site activties.

Good health and safety practices were observed. Medications are stored in a locked cabinet in the center office. Documentation is maintained for children that receive medications. The center has established allergy plans for all

identified allergies and maintains that information the emergency contacts notebook that is present in each classroom. First aid kits were present and while those in classrooms needed to be replenished the center did have a larger kit near the program office with the materials necessary to address most common first aid needs. Good cleaning practices were observed and chemical cleaners were stored in areas where they were not accessible. Good hand washing practices were observed on the day of my visit. Hand washing postings were present by sinks in the main programming building, but were not present in the gym building and do need to be posted there. One other issue that was discussed was the need for cots or sleeping mats. While the children attending the center are of an age that most would not choose to take a nap the center does need to maintain options of either cots, or resting mats and bedding that can be provided for any child that would decide to nap.

The center has an outdoor playground that consists of a large open space with a paved area, and a grassy area. There are no climbing structures present on the playground. The space is partially fenced. Shade is provided by the building and mature trees along the edges of the playground. The center does have balls, toys, and other materials that can be taken out to the playground and also has a shed where some materials are stored. In addition to the outdoor playground area the center has access to a large gymnasium space that the children can use when weather conditions do not allow for outdoor play.

The center does have a full kitchen area where meals can be prepared on-site. Good food storage practices were observed. A storage closet also had boxes of food items that had been placed on a sheet of plywood on the ground. Dry pantry items need to be stored elevated a minimum of 6 inches from the ground. The kitchen was observed to be clean without evidence of any insect or rodent infestation. The center did have traps and other pest control measures in place. A copy of the menu was posted and identified a good variety of credible meal options. Lunch was being served on the day of the visit and was consistent with the planned meal. The staff serving the meals did wear food service gloves and used measured scoops to portion meals. The staff did not eat with the children but supervision was provided at the tables.

In reviewing administrative records all required notices were present, and were posted at several notice boards throughout the center. All staff files were reviewed and contained all required documentation with the exception of 3 that needed a renewed physical. The center does have all families complete new enrollment forms for all children each year at the start of programming. With the center serving school age children only the enrollment forms do make use of a parental statement of health. All required inspection logs and certificates were current and available. The center does have several center owned vehicles used for transportation and does maintain service records to show that they are in good working order.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Shawna identified that the program has been very stable over the past year without any significant new changes. One new activity however was the program sponsoring a Cinco De Mayo celebration this year to increase awareness and support of the growing Hispanic community in Fort Dodge.

Shawna stated that the center is also doing a Garden center this year which is doing very well.

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

109.9(1)d: 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.
-- Number not in compliance: 3

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended at this time at this time. Please provide a written response to the licensing consultant identifying a plan of action to correct those aspects cited as not meeting licensing standards and identifying an anticipated date of compliance.

*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.