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

Name of Center: YMCA School Age Care at Orchard Hill Elem **Enrollment:** 33 **License ID No. (Reapplications)** 46271

Street: 3909 Rownd ST **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:** 319-553-2465

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

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

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

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

Date Inspected: 01-27-2021

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:** 11-29-2023

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 Orchard Hill Elementary in Cedar Falls. I met with Alex Wadle, the on-site supervisor. Mr. Wadle started with the YMCA in March 2022. He has a BA in criminal justice but is back in college to get a middle school education degree. 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 staff members present with the children in the morning session and two staff members present for the afternoon session.

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 33 children enrolled.

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

I visited the program during the afternoon session. The room was out of ratio when I arrived. Mr. Wadle states they had three staff members but two had to leave to go to class. Mr. Bennett said he made a mistake in scheduling staff members. They do not make it a practice to be out of ratio. The number of children at the program at any one time is changing constantly because of children arriving and leaving.

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 must always maintain visual supervision of the children. Children cannot be sent to the bathroom alone and without supervision of them entering and leaving the bathrooms. I observed several children walk to the bathroom without supervision. At times, Mr. Wadle did not even see the children leave the program space to use the bathroom.

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 the main program doors and outdoor exits in the cafeteria. The evacuation diagrams must be posted by all three exits out of the gym. A daily schedule was not posted but needs to be.

I reviewed documentation of monthly fire and tornado drills. The program has not practiced either a fire or a tornado drill

yet this school year. The program was missing fire and tornado drills form the 2022-2023 school year. There were no fire drills in December 2022 or January, February and May 2023. The program did not have documentation for tornado drills during the 2022-2023 school year. Fire and tornado drills must be practiced every month and be documented. Missing drills is a serious offense. This was cited in last year's report also.

There was no documentation of monthly playground inspections. Playground inspections must occur monthly. Mr. Wadle states the school does monthly playground inspections. This was cited in last year's report 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 01/27/21.

Mr. Wadle states he does not know the name of the sanitizer they use on the food tables. He states the school provides them the product and the janitor takes it away after they sanitize the tables. You must find out the name of the product that is being used to make sure it is labeled for food tables and you know the dwell time of the product. Tables must be cleaned with soap and water prior to the sanitizer. Tables should be cleaned and sanitized both before and after snack.

The YMCA provides an afternoon snack. A snack menu was not available for review at the time of my visit. This has since been corrected. Disposable products are used so dishwashing is not necessary. The program is not part of the Child and Adult Care Food Program (CACFP) but follows the guidelines. The program does not have a refrigerator. Snacks were stored according to the NHSPS guidelines. Breakfast is provided by the school once the children are released from the program.

The parent information was not displayed when I arrived at the program. They have a portable bulletin board that was put out after I arrived. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was 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, sings, 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. Tress provide shade.

Children files were reviewed at the time of the licensing visit. I reviewed six 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. Five files did not have any medical or dental emergency contact information. Five 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 did not have an Iowa background check (SING) in his file. He had outdated first-aid, CPR, universal precautions and mandatory reporter training. Mr. Bennett states they were running the SING check on 11/29/23.

There was only one staff member the day of my visit and approximately twenty children. The children were watching a movie while also enjoying centers at the tables. Mr. Wadle had positive conversation with the children and it was obvious that the children enjoy being around him.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Mr. Wadle states they do a good job at catering toward what the children enjoy so they have fun.

Mr. Wadle states the school provides a nice setting for the children to be cared for. They can use the cafeteria, the gym and the playground.

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.

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.

109.8(2): Ratio maintained in center as required by age.
The room was out of ratio when I arrived. Mr. Wadle states they had three staff members but two had to leave to go to class. Mr. Bennett said he made a mistake in scheduling staff members. They do not make it a practice to be out of ratio.

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.
Number not in compliance: 1
The staff member did not have an Iowa background check (SING) in his file. Mr. Bennett states they were running the SING check on 11/29/23.

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
Number not in compliance: 1
He had outdated first-aid, CPR, universal precautions and mandatory reporter training.

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: 5
Information lacking: Five 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: 5
Number not in compliance for dental: 5
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. Five 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: 6
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.
The program has not practiced either a fire or a tornado drill yet this school year. The program was missing fire and tornado drills form the 2022-2023 school year. There were no fire drills in December 2022 or January, February and May 2023. The program did not have documentation for tornado drills during the 2022-2023 school year. Fire and tornado drills must be practiced every month and be documented. Missing drills is a serious offense. This was cited in last year's report also. The evacuation diagrams must be posted by all three exits out of the gym.

109.10(16)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.
Staff members must always maintain visual supervision of the children. Children cannot be sent to the bathroom alone and without supervision of them entering and leaving the bathrooms. I observed several children walk to the bathroom without supervision. At times, Mr. Wadle did not even see the children leave the program space to use the bathroom.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
There was no documentation of monthly playground inspections. Playground inspections must occur monthly. Mr. Wadle states the school does monthly playground inspections. This was cited in last year's report 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.

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.

*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.