Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: BCSS ABC Program

Provider No.: 45154

Address: 311 16th Ave, Gilbertville, IA, 50634

County: Black Hawk

Director's Name: Tera Weber

On-Site Supervisor: Heidi Ludolph

Phone Number: 3192335980

E-Mail: tweber@boscocatholic.org

HHS Visit Date: 03/09/2026

Licensing Period: 04/01/2025 to 04/01/2027

Fire Inspection:

Date Inspected: 03/09/2026

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		2:25 PM to 5:30 PM	
Tuesday		2:25 PM to 5:30 PM	
Wednesday		2:25 PM to 5:30 PM	
Thursday		2:25 PM to 5:30 PM	
Friday		2:25 PM to 5:30 PM	
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	15	40	55
Summer					0

1. Basic Overview

On 03/09/26 I made an unannounced off year licensing visit to BCSS ABC Program in Gilbertville. I met with Tera Weber the director. Ms. Weber started with the program as the director in May 2022. She has a BA in elementary education. I also met with Heidi Ludolph, the on-site supervisor for the program. Ms. Ludolph started with the program in August 2019 and became the on-site supervisor in August 2020. The program employs six staff members. Shelby Douglas is the principal for the Bosco Catholic School System. Ms. Douglas started with at the school in July 2018.

BCSS ABC Program operates out of the cafeteria inside the St. Mary Center and in a classroom in Immaculate Conception School. They also have use of the gym and playground. The program previously operated under the Department of Education and later became licensed under the Department of Human Services. The program serves children who are in preschool through fifth grade. The program operates from Monday through Friday from 2:25-5:30 pm. The program only operates during the school year. There are currently 55 children enrolled.

Windows provide natural lighting. The centers observed include arts and crafts, library, dramatic play, games, table toys, transportation, blocks, woodworking, Legos, math, science, playdough and puzzles. Materials were in good condition. The materials are located at child level, so they are easily accessible to the children.

The preschool children are bussed in from St. Joseph School in Raymond. A staff member rides the bus over with the children. The program was in ratio the day of the visit.

There are bathrooms in St. Mary Center. The girl's bathroom has five toilets and three sinks and the boy's bathroom has three urinals, two toilets and three sinks. Procedures were posted. There are also bathrooms down the hall from the

CHILD CARE CENTER ANNUAL EVALUATION

classroom. The girl's bathroom has four toilets and two sinks and the boy's bathroom has two urinals, two toilets and two sinks. Procedures were posted. There is a sink in the classroom and handwashing procedures are posted.

There was a phone in the cafeteria and in the classroom and emergency numbers with the program's address and phone number were posted in both locations. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program door in the classroom and near all three exits in the cafeteria, and both exits out of the gym. A daily schedule was posted on the parent board.

I reviewed documentation of monthly fire and tornado drills. I reviewed documentation of monthly playground inspections. The radon test was completed in September 2024 and is good for five years. Results were within EPA guidelines. The annual fuel burning inspection was completed and no concerns were noted. A carbon monoxide detector is in the cafeteria, the classroom and the gym. Outlets were protected. The fire marshal inspection occurred on 03/09/26.

The program is not on the Child and Adult Care Food Program (CACFP) but follows the guidelines. The program provides the snacks. Children eat snack in the cafeteria. They use a combination of disposable products and glasses. Glasses are sanitized in the school kitchen's industrial dishwasher by cafeteria staff members. Snacks were stored according to NHSPS guidelines. There program has a refrigerator in the concession stand area and a thermometer was present. The snack menu was available for review. They use the same snack menu each month.

There is a refrigerator in the classroom. Add a thermometer.

The center uses Clorox Anywhere Sanitizing spray to sanitize the food tables. The product is provided by the school. The program is cleaning and sanitizing the tables appropriately.

The parent information is located on a bulletin board inside an entrance in the school hallway. The mandatory reporter, childcare consultant and the handbook availability were posted. The license was conspicuously hung. A no-smoking sign must be posted at the entrance.

The program uses the school playground area. This is a large open space. There is a concrete area with basketball hoops. There are swings in one area with woodchips for the fall surfacing and in another area, there is a large piece of climbing equipment with slides, rings and several other activities. There are teeter totters, monkey bars and a climbing wall. Woodchips are used for fall surfacing. There is a large grassy area with soccer nets. Staff members take balls outside for the children. Trees provide shade and there are benches for the children to rest.

2. Identify Observed Strengths of the program

This program has a terrific visit every year. Ms. Weber is a great administrator who knows licensing standards well and asks questions when she has them. The children were outside most of my visit because of the beautiful weather. Staff members were spread out on the playground to provide careful supervision over the large area. Staff members moved around the space and engaged in positive conversation with the children. They introduced activities to the children. When the children went inside to have their snack, staff members all assisted in serving the children their snack. After snack they returned outside. Staff members greeted parents as they arrived to pick up their children. The children enjoyed their time at the program.

Ms. Ludolph is also an amazing on-site supervisor. She has been with the program since 2019 and is also well informed about licensing standards. She has a great relationship with staff members and children. There were children who did not want to leave her side when I was present.

Ms. Weber states they have consistent staff members and they have added more staff members.

Ms. Weber states they received grant money that they used to buy new tables and chairs for the classroom. They also ordered peddle cars and helmets.

There are red tags that state "ABC" on the preschool children's backpacks. Ms. Weber states the preschool children can ride the bus from Raymond to Gilbertville to attend the after school program.

CHILD CARE CENTER ANNUAL EVALUATION

The program is in a secure building and there are cameras at the entrance.

The program provides a valuable service to families who work and do not want their children home alone after school.

3. Identify the aspects that fall below the standard

There are no citations.

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

N/A

5. Special Notes/Recommendations

A full license is issued for the remainder of the licensing period. All HHS licensing standards and procedures must be maintained during the renewal period.

Targeted Assessment: Behavior Management:
I discussed with Tera Weber, the director, her oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance. Ms. Weber states that their staff members have taken Challenging Behavior classes through AEA. The classes address what actions are allowed and which actions are not. Ms. Weber has her National Administrator Credential (NAC) and she has taken a 54 hour director's class. Ms. Weber states she models the way she expects staff members to act and shows them how to use their skills. Staff members are great at talking with the children first before any other actions. She states she is going to have staff members start taking the Passport training.

Ms. Weber states she monitors behavior management by being available and present. She states if there are any problems the staff members know to send her a text, document the situation and if it is serious to call her right away. There are cameras around the building, in the St. Mary's Center and gym.

Date: 03/16/2026

HHS Licensing Consultant: Becky Frost

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**.