Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Boyer Valley Campus Care-Dunlap

Provider No.: 897

Address: 1102 Iowa AVE, Dunlap, IA, 51529

County: Harrison

Director's Name: Melissa Ritterbush

On-Site Supervisor:

Phone Number: 7126432251

E-Mail: mritterbush@boyervalley.org

HHS Visit Date: 09/19/2025

Licensing Period: 08/01/2025 to 08/01/2027

Fire Inspection:

Date Inspected: 05/25/2023

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	4	10	10	11	35
Summer					0

1. Basic Overview

An unannounced licensing visit was made to Boyer Valley Schools Campus Care - Dunlap on 8/19/25. The center is located in the Boyer Valley Community School. Full day child care is offered to infant age children to school age children including before and after school programing for preschool and school age children. The hours of operation are 7 AM to 5:30 PM Monday through Friday. Melissa Ritterbush is the director of the Dunlap and Dow City sites in 2022. Melissa was previously the on-site supervisor for five years and has been with Boyer Valley Campus Care for 10 years. I met with Melissa during my visit. There are 26 children enrolled.

Observation of rooms:
Following construction/renovations the center moved into two new child care rooms in July 2024. There is a room that is partitioned off for different ages. There is an infant room area and a room for children two and older. The program rooms look nice and have age and developmentally appropriate equipment. Melissa reported that she swapped the designated rooms saying this change wasn't ideal but was needed to accommodate children. The ratio/age of child separation was emailed to Melissa Ritterbush on 7/25/24. Appropriate ratio/age separation will need to be provided. Melissa had two children under two years of age napping with older children. Melissa said she would move them back to the infant area. The daily sheets looked good in the infant room. There was an evacuation crib. There were seven kids present in the two-year-old to four-year-old room. They were napping. Sheets were observed on cots and cribs. They are washed weekly. Toys are sanitized daily and are washed at the end of the week. They rotate toys every two to three weeks. The after-school room is for five-year-old to 11-year-old children. There was a daily schedule and lesson plans posted. The children were in school during my visit. This room doesn't have restrooms and the children are using the school restrooms. Melissa showed me a restroom that was in close proximity down the hall. Please post handwashing procedures. The janitor is responsible for these restrooms. The children are escorted to the restroom. Melissa reported that the center began using the Brightwheel child care app which was paid for by a grant. Staff were attentive to the needs of the children.

Nutrition:
The center provides the snack. During the school year, the school provides breakfast and lunch. Parents bring meals on days off from school, but the center provides lunch and snacks during the summer. Children's lunches must have proper refrigeration and need to be refrigerated. You must follow the CACFP food guidelines. Proper food storage was not being used. Thermometers were in the refrigerator and freezer. Menus were posted.

Health and safety:
The center follows the medication management guidelines when a child is prescribed medication. Monthly fire/tornado drills are practiced and documented. Since you are in a school, the Department of Education is responsible for radon testing. DHHS licensing no longer reviews radon testing. Radon testing was done in May 2022 and was in the acceptable range. The three step bottle procedure for sanitizing and disinfecting was being followed. Oxivir Tb is used for sanitizing and

disinfecting. If your building has fuel burning appliances, an annual fuel burning inspection is required. The last fuel burning inspection was in July 2024. Melissa said she would get a current inspection for me; however, she was having difficulties getting it from the school. There is a first aid kit but it is not clearly labeled. Please label the first aid kit. Emergency policies and procedures have been developed and all staff are aware of the procedures. Staff sign off that they have read and understand the policies and procedures.

Playground:
The center uses the school playground. Monthly playground safety inspections are completed. The playground was created for the center since they are based in a high school. Pea gravel is used for fall surfacing.

Transportation:
The center doesn't provide transportation services.

Administrative records:
Child files were read and were in good order. The only thing missing is permission for the center to secure emergency care. Two staff files were read on 8/19/25 at the Dunlap site. One staff file was complete and the other was missing Universal Precautions and Mandatory Child Abuse reporting. Universal Precautions is due annually and Mandatory Child Abuse reporting is due every three years. Please review all staff files and have them updated with the required information immediately. Melissa is the director at both sites - Dow City and Dunlap. She meets with staff at both sites. She spends more time at the Dunlap site. The center has a Facebook page. You need to print the current HHS policies and procedures handbook, read them, and become knowledgeable of the rules. There is a copy of the handbook at each site.

2. Identify Observed Strengths of the program

Melissa continues to work hard to learn the HHS rules. She would like to keep learning. The center is an excellent resource for the community. Staff were positive and attentive to the needs of the children. Melissa would like to apply for the IQ4K program.

3. Identify the aspects that fall below the standard

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. There is no form signed by the parents/guardians that allows the center to seek emergency treatment.

109.11(8)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. The last inspection was in July 2024. A new inspection is due annually.

109.13(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed. Staff preparing food that have injuries on hands wear protective gloves. Staff serving food use clean serving utensils and have clean hands/wear protective gloves. Food was not properly stored. Please put all food in airtight containers after opening.

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

5. Special Notes/Recommendations

A full license is recommended for 8/1/25 to 8/1/27.

Please send me an email by 10/31/25 letting me know how the noncompliance items listed above have been corrected.

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Date: 10/03/2025

HHS Licensing Consultant: Tausha Bottorff

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**.