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: 06/17/2026

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

Fire Inspection:

Date Inspected: 08/06/2025

Comments:

Report Visit Type:

- [ ] PTO
- [ ] Licensing Visit
- [X] 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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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	7:00 AM to 5:30 PM		
Tuesday	7:00 AM to 5:30 PM		
Wednesday	7:00 AM to 5:30 PM		
Thursday	7:00 AM to 5:30 PM		
Friday	7:00 AM to 5:30 PM		
Saturday			

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 6/17/26. 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 became 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 since 2015. I met with Melissa during my visit. There are 21 children enrolled.

Observation of rooms:
Nine children were present on the day of my visit. 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 are an infant room area and a room for children two- and three-year-olds. There is another room for children four years old 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 daily sheets looked good in the infant room. There was an evacuation crib. The children were observed getting ready for lunch and then 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 in a dishwasher. They rotate toys every two to three weeks. The before and after-school room is for four-year-old to 11-year-old children. There was a daily schedule and lesson plans posted; however, the lesson plans were not adequate. The lesson plans that were devised were the same for all age groups. Infant age children should not be doing the same as school age children. Lesson plans need to be devised for each age group. I will make a referral to Child Care Resource and Referral to assist both locations with lesson plans. 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 a morning snack, lunch, and afternoon snack during the summer. During the school year, the school provides breakfast and lunch and the center provides morning and afternoon snacks. Proper food storage was being used. The thermometer in the freezer was not working. Please make sure there are thermometers in the refrigerator and freezer and that you monitor the temperatures regularly. Menus were posted.

Health and safety:
The center follows the medication management guidelines when a child is prescribed medication. Monthly fire and tornado drills are practiced and documented. Since you are in a school, the Department of Education is responsible for radon testing. HHS 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 followed. Oxivir Tb is used for sanitizing and disinfecting. If your building has fuel burning appliances, an annual fuel burning inspection is required. The boiler inspection expires on 12/31/26. The carbon monoxide detectors are built into the school's fire system. There are a few small first aid kits and one large first aid kit. They also have a first aid kit that goes with them if they leave the building. 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. I encouraged Melissa to review these with staff regularly.

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. A hail storm hit the center in April 2026 and damaged most of the toys. They continue to use the houses and one piece of climbing equipment that has two slides. I instructed Melissa to remove the piece of equipment with the slide that has holes in it even though they are not using it. Melissa agreed to have maintenance move it. Melissa is working on getting additional equipment and toys for the playground.

Transportation:
The center doesn't provide transportation services. They go on walking field trips.

Administrative records:
Four children's files were reviewed and were in excellent order. Two staff files were reviewed. One staff file was complete and the other was missing the annual personal development training hours. Melissa is the director at both Dow City and Dunlap sites. She meets with staff at both sites. She spends more time at the Dunlap site. The center has a Facebook page. Melissa printed current HHS policies and procedures handbook, read them, and is knowledgeable of the rules. There is a copy of the handbook at each site.

2. Identify Observed Strengths of the program

The child care centers in Dunlap and Dow City are wonderful resources for the schools and communities. Melissa Ritterbush is the director of both sites. She is enthusiastic and proud of the centers. She is always very helpful and she maintains ongoing contact with staff. Melissa continues to work hard to learn the HHS rules. She would like to keep learning. Staff were positive and attentive to the needs of the children. Melissa identified their strengths as they have good communication with the parents and the kids love the staff.

3. Identify the aspects that fall below the standard

109.7(2): Center directors and all staff have the required contact hours of training. Two staff files were reviewed. One did not have the required annual personal development training.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents. The lesson plans were not adequate. The lesson plans that were devised were the same for all age groups. Infant age children should not be doing the same as school age children. Lesson plans need to

be devised for each age group.

109.13(5): Centers shall ensure that food preparation and storage procedures are consistent with the recommendations of the CACFPs. The thermometer in the freezer was not working. Please make sure there are thermometers in the refrigerator and freezer and that you monitor the temperatures regularly.

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

5. Special Notes/Recommendations

Date: 06/18/2026

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**.