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

Name of Center: Charles City YMCA Before & After School Program **Enrollment:** 30 **License ID No. (Reapplications)** 22219

Street: 1406 N Grand Ave **City:** Charles City Iowa **Zip** 50616 **County:** Floyd

Mailing Address: 800 Hulin St, Charles City, IA, 50616

Director's Name: Andrea Riedemann **Phone Number:** 641-228-2254

On-Site Supervisor(s): **E-Mail:** andreaymca18@gmail.com

Date(s) of Visit: 03-24-2025

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

LICENSING VISITS

New Application **Re-Application** X **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: 02-16-2024

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: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	0	25	25
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 03-01-2024 to 03-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Raymond Salsbury **Date:** 04-09-2025

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced annual visit to Charles City Family YMCA Before and After School Program on 03-24-25 where I met with program director Andrea Riedemann. Ms. Riedemann has a BA in elementary education and has been with the Charles City YMCA since December 2005. Her office is located in the YMCA facility in Charles City and she works at the before and after school program during both the morning and afternoon hours. The program is located in Washington Elementary in Charles City but operates independently of the school under a separate board of directors. The program provides before and after school programming, and summer programming to school age children only. There are approximately 30 children enrolled in the program at this time though not all attend on a regular basis. There are currently 4 staff members employed by the program one of which is a volunteer. All aspects of the program subject to Licensing Standards were reviewed during the visit.

There was a change to the operation with the program having moved to a classroom for primary programming activities. The program will continue to have access to the cafeteria, school gym, and playground spaces. The classroom is located in the same wing of the building but further down the hallway. The room as access to interior hallways on opposite side of the room with one hallway having a direct exit to the exterior, and the other with restrooms located across the hall. High windows along the exterior wall provide natural light. There were no issues noted with regard to maintenance or cleanliness. The program continues to have same basic activity options with art/crafts, large/small manipulatives, media, etc. that were available when in the cafeteria but with the room being a dedicated space they are able to leave the centers out and post materials. The equipment was observed to be in good repair and appropriate to the ages of the children present. With having moved space several of the required postings has not yet been replaced. This includes Emergency Contact numbers, and a copy of the planned curriculum.

Good interactions were observed on the day of the visit with Andrea being engaged with the children that were doing an art activity. It was noted that at the time of arrival Andrea was the only staff present with 8 children and a reminder was given that while this does meet ratio two staff must be present on-site when there are 9 or more children present. Later an additional staff member did arrive. In addition another 15 year old individual did arrive that engaged in the art activities with Andrea and the children as a visitor. While having visitors is not prohibited and Andrea was able to be present to provide supervision of the visitor this arrangement is not recommended as it can detract from the ability to supervise the children that are attending, and create a situation of the visitor being placed or engaging in activities that would be a violation of licensing requirements. With the smaller group size, and the program focus Andrea continues to have very strong and positive relationships with the children that are attending. This allows for her to use a variety of positive interventions such as simple redirection, humor, and reminders to address any concerns that may arise.

Due to the limited hours of operation meals are not served by snacks are provided. Snacks consist primarily of a variety of pre-packaged single serving items, and a few bulk items. A list of typically served snacks is posted and a basic menu identifying what is actually provided each day is maintained. Snacks are stored in a cabinet and and refrigeration unit in the classroom. Good food storage practices were observed for the dry pantry items, but thermometers are needed in the refrigerator to ensure that proper temperatures are being maintained.

I was unable to observe any handwashing practices during the visit as the center had already had snack service prior to my arrival, and no children needed to use the restroom during the visit. One issue that would be a concern is ensuring that supervision is provided when children need to use the restroom or wash hands when there is only 1 staff member present given that all facilities are located outside the classroom. A first aid kit is maintained in an area where it was available but not readily accessible to children. A good supply of materials necessary to address common first aid needs were present. Due to the limited hours of operation during the school year medications are not administered but the center does have policies in place should it become necessary, and for operation during the summer. The school custodial staff are responsible for the primary cleaning of the facilities but the staff do clean as needed during the day. Chemical cleaners, personal items, and other items that could be a safety risk to children are stored in areas where they are not readily accessible to the children.

The center does have access to the school playground. There are two areas with climbing structures with one intended for younger children, and the other for older children. The equipment was observed to be in good repair. The playground makes use of stabilized rubber pellets for fall surfacing. While it is understood that the program has no authority over the maintenance and repair of the playground it can provide those concerns to the school, and then limit the use of those facilities until corrections can be made.

In reviewing administrative records the postings No Smoking, Consultant Contact, Mandatory Child Abuse Reporting, and Center License were present and in an area readily accessible and visible to visitors. All child files were reviewed and 2 were found to not have been updated within the past year. All staff files were reviewed and 1 had an expired FBI Fingerprint background check. In addition 1 had a current physical but which was not on the required form and so would be considered invalid. All required inspection logs and certificates were available and current.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program was able to move to a new classroom which provides them with a dedicated space. This allows the children the opportunity to post their art work, and leave unfinished projects for the next day. It allows the program to create activity centers, and develop other practices to establish routines that can provide an increased level of continuity to reduce confusion and conflict.

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

109.6(6)d: Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs.
-- Number not in compliance: 1

109.9(2): All files are updated at least annually and when a change occurs.
-- Number not in compliance: 2

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 required posting for emergency contact numbers was not present on the day of the visit. Emergency numbers should include those for emergency services, poison control, utilities, program administration, and child family contacts.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license will remain in effect at this time. Please provide a written response to the licensing consultant identifying a plan of action to correct and maintain those aspects cited as not meeting licensing standards and identifying an anticipated date of compliance. At least one visit will be made to the center during the next year.

*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.