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

**Name of Center:** Washington Y Kids **Enrollment:** 49 **License ID No. (Reapplications)** 51125

**Street:** 520 W 5th ST **City:** Washington Iowa **Zip** 52353 **County:** Washington

**Mailing Address:** PO BOX 887, Washington , IA, 52353

**Director's Name:** Tamera Alexander **Phone Number:** 319-653-2141

**On-Site Supervisor(s):** Halle Kissell **E-Mail:** talexander@washingtony.org

**Date(s) of Visit:** 02-06-2023

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

**LICENSING VISITS**

X **New Application** **Re-Application** **NA**

**Signed Application (470-0722) Received** X **Yes** **No** **NA** **Date Signed:** 10-03-2022

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

**Date Inspected:** 09-18-2020

**Comments :** due every 3 years per Washington Fire Department

**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 X Other NA

**Program Serves:** Infants (0-23 mo.) 2 Years Preschool-Age X School-Age

Get-Well Evening Care X 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 | | | | 50 | 50 |
| Summer | | | | | 0 |

**QRS Rating:** 2

| RECOMMENDATION FOR LICENSE: | |
|---|---|
| X | **FULL** license from 09-01-2022 to 09-01-2024 |
| | **PROVISIONAL** license from |
| | **DENIAL** of initial application |
| | **SUSPENSION** of license |
| | **REVOCATION** of license |

**Licensing Consultant:** Jill Seibert **Date:** 03-10-2023

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

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

Washington Y Kids is located in the outer lying neighborhoods of Washington. The program is located in the newly constructed YMCA. This is the first year the program has been in this location. It was formerly operational in the former YMCA in the business district of town and prior to that Stewart Elementary School. The center provides before and after school and summer child care services to school age children. The center is owned and operated by Washington Community YMCA. The program director is Tamera Alexander. Ms. Alexander has 7 years experience working in child care. She also possesses a B.S. from Iowa State in Child, Adult and Family Services. Shalon Hoyle, Director of another licensed Y childcare program in Washington offers support and consultation to the program. I also met with Ms. Hoyle in that date. Ms. Hoyle also directs Washington Community YMCA affiliated camps in surrounding communities as well as childcare for the Y program attached to Stewart Elementary. Ms. Hoyle has a BS in Elementary Education and a BA in Speech and Hearing Science and 17 years of experience in child care centers. She has been a childcare Director of another YMCA site for 14 years.

In the past I have spoken with Amy Schulte, CEO, YMCA of Washington County, Angela Goodwin-Marketing & Fundraising Director, Shalon Hoyle, Child Care Director of the main Y Childcare site and this program.

An unannounced off year visit was made on 2/6/23 to the center. All program areas were observed at that time. I met with Director Alexander. The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

The program consists of two classrooms and a full-size gym. The game room and lobby are also utilized. One classroom doubles as a conference room for the YMCA. The other room is a classroom with an attached restroom. Both rooms and the gym are on the first floor of the building.

Center Food and Nutrition:

The center participates in the CACFP program. Menus are present and meet requirements. On no school days children bring a sack lunch when school lunch is not available. Snacks are prepared on site. The refrigerator where food is stored contains a thermometer. Children with food allergies have allergy action plans on site. All staff supervising the children with allergy action plans or other special health care plans should be trained on the plans. Refrigerators contain thermometers. Food waste containers were covered. Children should wash hands prior to eating snack and lunch.

Center Health and Safety:

This facility serves school aged programming. The program shares the building with other YMCA members. In visits past administration and I discussed options to create a plan to minimize/eliminate ratio and capacity issues. Maintaining ratio and capacity due to the ongoing needs of the students is considered daily. Ratio was not met and maintained the date of the visit as children were walking back and forth from the gym to the classroom. The center employs staff under 18 years of

age. Substitutes may not be pulled from the YMCA without required training.

Radon testing, annual fuel burning appliances inspection and carbon monoxide detectors were reviewed. Since the building was constructed in 2000, lead based paint assessment is not necessary. These issues are best practice and not required since this program serves school age children only.

The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. Children are to be supervised at all times. Children should not be allowed to leave the room without supervision. This has been discussed multiple times with program administration. During my visit children were leaving the main room and traveling to the gym unattended. Staff did not know how many children they were supervising in either room (4 staff). We discussed again this was not admissible as staff should have eyes on children at all times. Children should be monitored outside the restrooms when in use since other YMCA members are also utilizing the restrooms. . DHS made a technical referral to CCR&R regarding this issue. Child Care Nurse Consultant made an unannounced visit to the center on 2/24/23.

It should be noted, the Director is responsible for overall functions of the center, supervising staff, designing curriculum, and administering programs.
Shall ensure services are provided for the children within the framework of the licensing requirements and the center's statement of purpose and objectives.
Has overall responsibility for carrying out the program and ensuring the safety and protection of the children.

In past visits when supervision issues were observed the Director stated, "Yes, we are breaking into groups. I created a poster in our room with all children and staff's names. The opening staff sorts them into groups based on who is coming that day. When staff arrive they take a laminated index card and write down the names in their groups, number of children in their group, number of children total for the day.

Children are not leaving unattended. We take large groups to the bathroom and drinking fountains. Children are not unattended.

We will have our room, community room, gym, front lobby, game room, and the upstairs workout classroom to spread out and separate by groups and capacity."

On 7/6/21 she held a staff meeting. She stated, "I have attached the document they will be signing tonight after we discuss again in further detail supervision. I have also attached my staff handbook they all will get a new copy of tonight as well.

I have made a poster with all the children, staff, and total number of children they will be required to change and monitor each day. They will all get a laminated index card each day they are required to carry with them to write the kids in their group, total in their group, and total in the center." This is not currently occurring or being followed throughout the program day.

New ratio rules as of 2022 are: All staff in ratio:

At least sixteen years of age. If less than eighteen, may not be sole provider on the premises. All staff in ratio involved with children in programming activities. At least one person on duty in the center, or on field trips is over eighteen. Staff person under the age of 18 shall not provide transportation to children in care. Staff persons under age 18 who are not under supervision of adult shall only provide care to school aged children.

CCNC Krana visited the program on 2/04/23. She indicated staff had papers indicating what children they were in charge of, but were not supervising all children assigned to their group.

Tornado and Fire drills were reviewed. They must be conducted monthly.

Children with allergies have Allergy Action Plans available on site. Medication is stored per regulations. Emergency medication and other medication has the pharmacy label intact.

Children may also access a full sized walking track. This area and the gym area accommodate 75 square feet of space per child during gross motor activity. Rooms have capacity guidelines of 35 square feet of usable floor space for each child. Last year the center increased capacity. Capacity will be reduced to 50 children until ratio and supervision issues are practiced daily. The lobby and game room are now added as useable child care space. This extra space will be utilized on a temporary basis until more staff can be hired to work at the Kid Konnection location across town. Y staff are aware of capacity for each room. If supervision issues are not corrected the capacity will be decreased.

Children must wash hands prior to eating snack. CCR&R Consultant Copeland did not see postings for handwashing in all rooms the center utilizes. Hand Washing posters should be placed above the sinks. Handwashing did not occur on 2/24/23

prior to snack so CCNC Krana provided handwashing information to Director Alexander. Director Alexander stated she was aware of handwashing rules and protocol.

Center Outdoor Play Area:

An outdoor play area is accessible to the program. Currently the area is a large green space on the east side of the building. Children are aware they are not to go near the street. Children should be kept in groups so that close supervision can be achieved by each staff member. The Childcare Weather Watch should be consulted on days when outdoor play is questionable due to varying weather conditions. Outdoor play are inspections should be completed monthly. This was noted last year in the body of the report.

Center Field Trips and Transportation:

The Y transports children. The vehicle should have annual inspections completed. An inspection was completed over the summer. It contains a first aid kit and emergency contacts for all children are taken on each trip or transport. Each child's parent have completed field trip authorization forms. Ratio for field trips must be followed. The new rules state:

Center Administration:

Age appropriate curriculum should be utilized daily.

The center contains all required postings including Mandatory Reporter, No Smoking signage, Center License and Consultant Contact information/complaint number.

Director Alexander monitors staff and child records and has a tracking system in place. Iowa SING checks and fingerprint results were reviewed. Professional development training and Essentials, CPR/1st Aid, Mandatory Reporter training, and Universal Precautions training requirements were reviewed. Child records are thorough and complete. This is duly noted. The program has a handbook and an Emergency Preparedness Plan containing all required policies. Staff have been trained annually on the EPP. They sign and date acknowledgement of such.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

YMCA programs are supported by the YMCA

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

1. 109.7(2): Center directors and all staff have the required contact hours of training.

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.

109.7 All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report

Number not in compliance: 4 One staff is behind on CPR, one on UP, one does not have a physical and one does not have fingerprints. The Director agreed to correct these issues within 30 days.

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. December and January tornado and fire drills were missed. The Director agreed to resume these in February.

3. 109.10(16)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. Children were walking back and forth from one room to the gymnasium. Staff were not aware of how many children they were supervising or which children were in which staff's care. The Director agreed to correct this practice. When children go to the restroom down the hall a staff should be positioned near the restroom door way since

adults at the YMCA also have access to the restrooms. A technical referral was made to CCR&R on this issue on 2/7/23. Supervision has been covered multiple times by DHS and CCR&R in past years. If supervision issues are not corrected the capacity will be decreased and/or the program will be placed on a provisional license.

4. 109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept. Outdoor play inspections had not been documented. The Director agreed to document inspections monthly.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to continue compliance throughout the year. Capacity will be reduced to 50 children until daily supervision and ratio rules are being implemented. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period. .

Jodi Norton with CCR&R provided consultation in person after the DHS visit in 2021 and made recommendations as well as providing other information and training via email. On 7/15/21 she sent an email reporting the following, "Discussed supervision and ration with Director-Tamera. She stated that she understood supervision and ratio and the staff were not following the rules; they have a staff meeting scheduled that evening to discuss. I asked to see the classroom in relation to the water fountain and bathroom as that is where the supervision issues occurred. Tamera stated that one staff stands outside the classroom door while the other walks down the hallway so children are supervised at all times. While we were standing there, a child left the room and walked around the corner to fill his water bottle. No staff left the room with the child or made any indication that they had observed him leave. I asked Tamera about it and she stated that they did it because she was standing right there. I pointed out that not only had the staff not said anything to her about a child leaving the room, but Tamera also had not moved to supervise the child and he was around the corner out of site. I provided guidance to all of the staff and reminded everyone that unless children are using the restroom, they should be within site 100% of the time. Provided CFOC Active Supervision and followed up by emailing BKK Supervision training." The Director reports all supervision issues have been remedied the past year.

This year supervision issues persist. Children were leaving the main room going to the gym free choice. Staff were not sure how many children they were supervising since children were moving freely room to room. When children go to the restroom staff should be nearby so children can be monitored.

The following services have been provided to the facility in the past 30 days.

CCR&R Consultant Tabitha Copeland reported the following, " Cindy Heck, another consultant, and myself went to Washington Y Kids to observe and speak with Tamera on March 1st from 3-5 p.m. We observed the children arriving, getting snack and then transitioning to outside play. While there we did see Tamera and staff using a direct care system like the one she sent us a picture of. They were in ratio and staff did maintain supervision at all times that I saw. In fact, I do have to say that during outside play the staff did an excellent job of spreading out, watching the whole area and maintaining constant supervision. It seemed very natural and normal for them and I was impressed at the level of attention they had over such an extend time outside.

I was unable to see them transition to restrooms or the other rooms that she uses for care at the YMCA.

I am going to speak to her on the phone about transitioning ideas, some ways to make the direct care she seems to be using function better in her space as she was busy and it did not allow for an in-depth talk about ideas. She also asked about trainings to help her staff deal with bullying behavior that I will work with her with. She cooperative with us there,, everyone was pleasant and seemed cooperative. I plan to do at least 2 more visits this spring and at least one of those on a Friday when the program is there longer. Please call me with questions if need be."

Consultant Copeland sent an email on 3/6/23, including all resources she gave the program including instructions for face to name supervision and primary care groups. She stated,

"I have sent her some questions and information on how the use of the direct care cards is done throughout the day and in different areas of the program. I resent the direct care information and will work with the and staff on using it to better meet the program needs if she will let me.

I have also strongly suggested and will work with her and staff on doing Name to Face roll calls before and after transitions since they use so many areas and tend to transition a lot.

I have included both these sheets here and hope that after my next visit I will have other resources like training videos to share with her.

Thank you
Tabitha Copeland
Child Care Consultant
Child Care Resource & Referral of Southeast Iowa
Community Action of Eastern Iowa

tcopeland@caeiowa.org
T: 563-362-8228
500 E 59th St.| Davenport, IA 52807| www.iowaccrr.org
Serving 19 Counties

Funding provided by the Iowa Department of Human Services through the Child Care Development Fund
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Child Care Nurse Consultant Toni Krana visited the center in February and provided guidance on hand washing and supervision and ratio issues. She stated" An unannounced visit on 02/24/23 was completed arrived at 1400 children and providers were in gym at a ratio of 25/3. On arrival 1 provider was sitting on the bleachers with 3 girls doing hair and was not actively watching the other children that she was assigned to. 2 other providers were actively watching the children in the gym. The children then transitioned into the community room for snack. For transition the children all lined up but there was not a check by each provider to make sure all the children they were assigned to were in line. The children did not do any hand washing/hygiene before snack or after. I did address this with Director Tamera Alexander, she stated" I know we are supposed to do it but we don't". I explained to her that it was not an option, this was a health issue and could cause illness in both children and staff. Recommended that she could use hand sanitizer for children that's hands were not visibility soiled, but the best practice would be to have the children wash their hands with soap and water before and after a snack. I will plan to make another unannounced visit the month of March to see if hand hygiene is being completed, and to see if supervision of children has changed after CCR&R provided some addition education to staff.

Thank You,
Toni Krana RN, CCNC
Muscatine Public Health
1609 Cedar St.
Muscatine, IA 52761
563-262-6274
toni.krana@unitypoint.org

If supervision or ratio is an issue again in the future the program will be placed on a Provisional License.

DHS recommends Director Alexander continue contact Child Care Resource & Referral so Consultant Copeland may assist with the continued future compliance. IDPH Child Care Nurse Consultant Toni Krana is also available for consultation in health and safety matters.

IDHS recommends the center consult with Child Care Resource and Referral on a continual basis. They offer centers assistance with meeting the DHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website for more information: http://www.iowaccrr.org/who_we_are/region_5. CCR&R will visit on March 1st with another consultant who will also be there to help. At least 2 follow-up visits will be scheduled to ensure the program Director and staff are clear on supervision requirements. CCR&R can make many suggestions and help implement changes.

IDHS encourages you to contact your local nurse consultant with IDPH on a continual basis. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues.

*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.