Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: YMCA School Age Care at Orange Elem

Provider No.: 46522

Address: 5805 Kimball AVE, Waterloo, IA, 50701

County: Black Hawk

Director's Name: Brandon Bennett

On-Site Supervisor: Cella Hanssen

Phone Number: 3192333531

E-Mail: BBennett@blackhawkymca.org

HHS Visit Date: 10/14/2025

Licensing Period: 01/01/2026 to 01/01/2028

Fire Inspection:

Date Inspected: 10/02/2023

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		6:30 AM to 6:00 PM	
Tuesday		6:30 AM to 6:00 PM	
Wednesday		6:30 AM to 6:00 PM	
Thursday		6:30 AM to 6:00 PM	
Friday		6:30 AM to 6:00 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	0	75	75
Summer					0

1. Basic Overview

On 10/14/25 I made an unannounced licensing visit to YMCA School Age Care at Orange Elementary in Waterloo. I met with Cella Hanssen, the on-site supervisor. She has been with the program since August 2024 and is in school for an art history major. There are two staff members with the children in the morning session and two staff members in the afternoon session.

Brandon Bennett is the director. Mr. Bennett is the Director of Youth Development, SAC. Mr. Bennett started with the YMCA on 10/05/22. He has previous experience in childcare, including as an assistant director, in Minnesota. His office is in the YMCA facility in Waterloo.

The program is in Orange Elementary. They operate out of the cafeteria. They also utilize the gym. The before and after school program operates Monday through Friday from 6:30 am until 6:00 pm. The school-age children go to class at 8:25 am and the preschool children go to class at 9:00 am. The preschool children arrive after school at 3:20 pm and the school-aged children arrive at 3:45 pm. The program serves children who are in preschool through sixth grade. There are currently 35 children enrolled.

The cafeteria allows ample space for free play. Windows provide natural lighting. The gym is spacious and allows for large group activities. Artificial lighting is used. The centers observed include art, games, magnets, and puzzles. Centers are stored in a cabinet in the cafeteria. This site needs several more activities for the children. There were minimal things in the cabinet to entertain the children. You must provide more activity centers at this site.

I visited the program during the morning session. The number of children at the program at any one time is changing

CHILD CARE CENTER ANNUAL EVALUATION

constantly because of children arriving and leaving. The program was in ratio the day of the visit.

The children primarily use two bathrooms located near the cafeteria. The girl's bathroom has eight toilets and three birdbath sinks. The boy's bathroom has five toilets, three urinals, and three birdbath sinks. Handwashing procedures must also be posted in both bathrooms. This was cited in the last three years' reports.

The program has a YMCA cell phone. Emergency numbers with the program's address and phone number were posted. Emergency fire and tornado procedures and evacuation diagrams were not posted near any exits in the cafeteria. They must be posted by all three. Emergency fire and tornado evacuation diagrams must be posted by the doors that go into the cafeteria from the gym. This was cited in the last two years' reports. The lack of emergency evacuation diagrams was cited in last three years' reports.

The daily schedule was not posted. The schedule must be posted for both the school-age and preschool programs for parents to see. This was also cited in the last two years' reports.

I reviewed documentation of monthly fire and tornado drills. The program did not have records of any fire or tornado drills from this school year. Fire and tornado drills must be practiced every month and documented.

The radon test was last completed in May 2019 and should have been repeated every two years. The rules just changed that radon testing can occur every five years if there is not a radon mitigation system but that does not excuse not having one completed in six years. This was cited in the last four years' reports also. This must be completed immediately.

There was no documentation for an annual fuel burning inspection.

A carbon monoxide detector was on site near the white board.

The fire marshal inspection occurred on 10/02/23.

The YMCA offers afternoon snacks. A snack menu was posted but it was from September. You must post a current snack menu. The snack is provided by the school. Disposable products are used so dishwashing is not necessary. The program follows the Child and Adult Care Food Program (CACFP) guidelines. The program does not serve breakfast. The children can eat breakfast through the school once they are released from the program.

The program uses Alpet D2 Surface Sanitizing Wipes to sanitize the food tables. This product has a ten second dwell time. The program is not cleaning the tables with soap and water prior to the sanitizer. This must occur.

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

The program uses the elementary school's playground. The area is fenced in. Rubber tiles are used for surface cushioning. There is a variety of climbing equipment. There are climbing walls, slides, bars, rings, spinning toys, steppingstones and a see saw. There are also grassy areas and a basketball court with hoops. Trees are planted for shade.

There is a gym available when the children cannot go outside.

The children's files were reviewed at the time of the licensing visit. I reviewed eight children's files. Parents must provide at least one emergency contact other than themselves. Two files only provided the name of parents for emergency contacts. Files must contain emergency contact information for the doctor and dentist of each child. The doctor's and dentist's name, phone number and complete street address must be provided. Two files did not provide emergency dental contact information and one file did not provide emergency doctor contact information. Six school-age files did not have parental signed health statements with the information that immunization records are with the school. Two preschool files did not have physicals or immunization certificates.

On 10/02/25 I reviewed one staff file at the YMCA. The staff member did not have documentation of the Iowa background check (SING) or fingerprints being completed. These record checks are required to be completed before a staff member starts.

CHILD CARE CENTER ANNUAL EVALUATION

2. Identify Observed Strengths of the program

The staff members had good teamwork. They maintained positive conversation with the children. The children started in the cafeteria and then moved to the gym. Staff members allowed children to take art activities into the gym to continue drawing and coloring. I observed children hugging staff members when they arrived and Mr. Hoth was playing catch with a football with children. Staff members were great with the children and the children appeared to enjoy their time in the program.

Ms. Hanssen states they have a good number of staff and they are flexible. She states staff members are willing to help at other sites if necessary.

Ms. Hanssen states they have good communication with Mr. Bennett. She states he is pulled in a lot of directions but he and Joseph Espinosa are always available to talk about things.

The program is inclusive . They make sure all the children feel included.

The program meets a need in the community to provide care for children before and after school. They are safe on the school site and do not have to transition to a new location.

3. Identify the aspects that fall below the standard

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.
The staff member did not have documentation of the Iowa background check (SING) or fingerprints being completed. These record checks are required to be completed before a staff member starts.

109.9(2)a-c: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care as well as who can pick up the child as authorized by the parent.
Parents must provide at least one emergency contact other than themselves. Two files only provided the name of parents for emergency contacts.

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.
Files must contain emergency contact information for the doctor and dentist of each child. The doctor's and dentist's name, phone number and complete street address must be provided. Two files did not provide emergency dental contact information and one file did not provide emergency doctor contact information.

109.9(2)h: Signed and dated valid Certificate of Immunization, Certificate of Immunization Exemption, or Provisional Certificate of Immunization, provided by the department must be on file for each child enrolled as required by Iowa Administrative Code 641—7.
There were no immunization records for any of the children.

109.9(2)i: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.
Two preschool files did not have physicals or immunization certificates.

109.9(2)j: School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies,

medications and acute/chronic conditions.
Six school-age files did not have parental signed health statements with the information that immunization records are with the school.

109.10(13)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 program did not have records of any fire or tornado drills from this school year. Fire and tornado drills must be practiced every month and documented. Emergency fire and tornado procedures and evacuation diagrams were not posted near any exits in the cafeteria. They must be posted by all three. Emergency fire and tornado evacuation diagrams must be posted by the doors that go into the cafeteria from the gym. This was cited in the last two years' reports. The lack of emergency evacuation diagrams was cited in last three years' reports.

109.11(3)a: Center shall ensure that:Facility and premises are sanitary, safe, and hazard free.Sufficient lighting shall be provided.Sufficient ventilation.Sufficient heating.Sufficient cooling.Equipment placed in the program area is maintained so as not to result in injury to the children.
Handwashing procedures must also be posted in both bathrooms. This was cited in the last three years' reports. The program is not cleaning the tables with soap and water prior to the sanitizer. This must occur.

109.11(8)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.
The radon test was last completed in May 2019 and should have been repeated every two years. The rules just changed that radon testing can occur every five years if there is not a radon mitigation system but that does not excuse not having one completed in six years. This was cited in the last four years' reports also. This must be completed immediately.

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.
There was no documentation of an annual fuel burning inspection.

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 program did not have a daily sheet posted.

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. All DHS licensing standards and procedures must be maintained during the renewal period.

You must provide me with an email with information on how all the violations have been corrected. I should not be seeing repeated violations every year. All HHS licensing standards and procedures must be maintained during the renewal period.

An administrative change is being made to remove Bekah Stevens as a co-director. Mr. Bennett remains the director.

An administrative change is being made to name Cella Hanssen as the on-site supervisor.

Staff members must have Iowa background checks (SING) and fingerprints through DCI before they start. If you need information on the HHS record check process, contact me and I will provide this to you.

The centers observed include art, games, magnets, and puzzles. Centers are stored in a cabinet in the cafeteria. This site needs several more activities for the children. There were minimal things in the cabinet to entertain the children. You must provide more activity centers at this site.

CHILD CARE CENTER ANNUAL EVALUATION

Fire and tornado drills must be practiced every month and documented. It is administrations responsibility to oversee the program and make sure these drills are being practiced every month. This is a repeat violation.

Make sure the fire and tornado evacuation diagrams are near all exits out of the cafeteria and gym.

The program did not provide any documentation of radon testing or a fuel burning inspection. The last radon test on record is from May 2019. This has been cited in the last four years' reports. In last yea's report I stated this needed to be completed immediately.

I met with Ms. Hanssen after my observations to discuss my areas of concern. I also emailed Mr. Bennett to inform him of the areas that fell below licensing standards.

Date: 10/21/2025

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**.