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

Name of Center: Boyer Valley Campus Care-Dow City **Enrollment:** 12 **License ID No. (Reapplications)** 42916

Street: 212 S School ST **City:** Dow City Iowa **Zip** 51528 **County:** Crawford

Mailing Address: 1102 Iowa AVE, Dunlap, IA, 51529

Director's Name: Melissa Ritterbush **Phone Number:** 712-674-3248

On-Site Supervisor(s): **E-Mail:** mritterbush@boyervalley.org

Date(s) of Visit: 09-07-2023

X **Licensing Visit** X **Unannounced Visit** **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 X **State** **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 12-01-2021

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: X Infants (0-23 mo.) X 2 Years X 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	8	10	10	11	39
Summer					0

QRS Rating: 2

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2023 to 08-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Kathy DeGeorge-Evans **Date:** 10-11-2023

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was made to Boyer Valley Schools Campus Care - Dow City on 9-7-2023. Melissa Ritterbush is the director. The center is located in the Boyer Valley Community School. The hours of operation are 6:00 am to 6:00 pm Monday through Friday. Child care is offered to infant age children to preschool and before and after school programming.
Melissa is also the director of Boyer Valley Campus Care in Dunlap, she was previously the on-site supervisor. There are 12 children enrolled in the program. I met with local staff and Melissa Ritterbush came in during my visit.

Observation of rooms:
The center has been remodeled/reconfigured and they are using half of the space as they have in previous years. The center closed in February 2022 and reopened on September 5, 2023, due to low enrollment and staffing.
There were four children present, they were taking a nap. The room was too dark for the staff to see the children. This has been a documented issue in the past. Make sure the room is light enough that staff can see the children's faces and see that they are breathing.
Melissa said the center will be using Oxivir Tb for sanitizing and disinfecting. On the day of my visit the center was only using Clorox Wipes for sanitizing and disinfecting. Please review your sanitizing and disinfecting procedures, make sure you are following the three step bottle procedure 1. Soap/water for cleaning, 2. Water for rinsing and 3. Your EPA approved products for sanitizing and disinfecting. If you are using bleach water you need to follow the mixing directions on the specific bottle of bleach for sanitizing and disinfecting. .

The program room looked nice and there was a fun variety of age and developmentally appropriate toys and equipment. Lesson plans/activities are needed.

If you still have the diaper changing stations in the boys and girls restrooms on the counter top discontinue using these areas as they aren't considered safe as the children can roll off the counter top. I am recommending that you get diaper changing tables preferably with a non porous surface and one that has steps for the children as the children using these diaper changing tables would be older.

Nutrition:
The school provides breakfast, lunch and snacks during the school year. The children bring their lunch on non school days during the school year. During the summer the parents rotate providing the food for lunch for all of the children - a list of food items are given to the parents. The center prepares the food that is provided by the parents. Leah will plan the meals according to the CACFP food guidelines. Weekly menus are posted.

Health and safety:
Radon testing was done in May 2022 with a test result of 3.0 pCi/L. Radon testing is required every two years.
If your center has fuel burning appliances you will need an annual fuel burning inspection - boiler inspection.
Please begin completing monthly fire/tornado drills this month.
No children were prescribed medication. When children are prescribed medication the center will follow medication

management procedures and use the medication log.
The center didn't have the emergency policies and procedures. Make sure the emergency polices and procedures are on site and make sure all staff know the emergency policies and procedures immediately.

Playground:
The center uses the school playground. Please begin completing the monthly playground inspections this month.

Transportation:
The center doesn't provide transportation services.

Administrative records:
Child files were read and were incomplete. The information in the child files was expired and needs updated immediately and must be updated annually and more often if changes occur. Please review all child files and have them corrected with the DHS required annual information immediately.
Staff files weren't at this location. Melissa will need to ensure staff files are onsite. Staff files were read on 6-22-2023 at Boyer Valley Campus Care in Dunlap and were in good order.
Melissa is the director at both sites - Dow City and Dunlap. She meets with staff at both sites. She spends more time at the Dow City site.
The center has a Facebook page.

Make sure the center has a responsible person in charge that knows the DHS rules when the director is gone.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The child care centers in Dunlap and Dow City and a wonderful resource for the schools and communities. Staff were very excited to reopen the Dow City site on 9-5-2023.
Melissa Ritterbush is the director of both sites, Dunlap and Dow City. She is enthusiastic and proud of the centers. She is always very helpful and she maintains ongoing contact with staff.

The center participates in the Quality Rating System and has a level 2. They are looking into applying for IQ4K.

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

109.9(2): All files are updated at least annually and when a change occurs.
Child files were read and were incomplete. The information in the child files was expired and needs updated immediately and must be updated annually and more often if changes occur. Please review all child files and have them corrected with the DHS required annual information immediately.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.
Melissa said the center will be using Oxivir Tb for sanitizing and disinfecting. On the day of my visit the center was only using Clorox Wipes for sanitizing and disinfecting. Please review your sanitizing and disinfecting procedures, make sure you are following the three step bottle procedure 1. Soap/water for cleaning, 2. Water for rinsing and 3. Your EPA approved products for sanitizing and disinfecting. If you are using bleach water you need to follow the mixing directions on the specific bottle of bleach for sanitizing and disinfecting. .

109.11(7)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.

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.
Lesson plans/activities are needed.
Melissa stated the center will begin providing lesson plans/activities next week. Courtney Promnitz will complete the lesson

plans/activities.

109.12(4): Sufficient toilet articles are provided for handwashing.Sufficient and safe indoor play equipment, materials, and furniture that conforms with CPSC or ASTM.Play equipment, materials, and furniture meet the developmental, activity, and special needs of the children.Room's arrangement does not obstruct the direct observation of children.Individual covered mats, beds, or cots, and appropriate bedding is provided for all children who nap.Procedures are developed and implemented to maintain equipment and materials in a sanitary manner.Sufficient spacing is maintained between equipment to reduce transmission of disease and allow ease of movement by children and staff to respond to activities and care needs.Sanitary procedures are followed for use and storage of personal hygiene articles.
Additional concerns: Room arrangement obstructs direct observation of children.
The room was too dark for the staff to see the children. This has been a documented issue in the past. Make sure the room is light enough that staff can see the children's faces and see that they are breathing.

109.15(2) Center shall follow minimum CACFP menu patterns for meals and snacks. Menus planned one week in advance, made available to parents, and kept on file with substitutions noted. Avoid foods with high incident rate of causing choking. Menus are needed.

109.10(15)a The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children. Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards. If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for - Evacuation to safely leave the facility - Relocation to a common, safe location after evacuation - Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue
- Lock down to protect children and providers from an external situation
- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers
- Continuity of operations
- To address the individual children, including those with functional or access needs.
The center didn't have the emergency policies and procedures. Make sure the emergency polices and procedures are on site and make sure all staff know the emergency policies and procedures immediately.

109.9(1)a All files contain statement signed by staff indicating whether they have a criminal conviction or founded child/dependent adult abuse.
Staff files weren't at this location. Melissa will need to ensure staff files are onsite. Staff files were read on 6-22-2023 at Boyer Valley Campus Care in Dunlap and were in good order.

Please send me an email by Wednesday, November 1, 2023 letting me know how the noncompliance items have been corrected.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended for Boyer Valley Campus Care Dow City for 8-1-2023 to 8-1-2025.

Please send me an email by Wednesday, November 1, 2023 letting me know how the noncompliance items listed above have been corrected.

A referral to Child Care Resource and Referral will be made for consultation and training.

*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.