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

Name of Center: Burlington Area YMCA Child Care Center **Enrollment:** 108 **License ID No. (Reapplications)** 19899

Street: 2410 Mt Pleasant ST **City:** Burlington Iowa **Zip** 52601 **County:** Des Moines

Mailing Address: 2410 Mt Pleasant ST, Burlington, IA, 52601

Director's Name: Lindsey Hohenbery **Phone Number:** 319-753-6734

On-Site Supervisor(s): Linda Robinson/ Nikki Davis **E-Mail:** lindsey@burlingtony.org

Date(s) of Visit: 02-27-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 08-11-2023

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

Date Inspected: 08-07-2023

Comments : Does Comply. Due annually. Conducted by Burlington Fire Department Robert Berndt

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 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	15	15	70	108
Summer					0

QRS Rating: 3

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2023 to 05-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 08-14-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Burlington Area Community YMCA Child Care has been in operation since 1977. The center is located inside the Burlington YMCA in residential Burlington. The program currently utilizes several YMCA rooms. They have access to the YMCA as needed.

The Director is Lindsey Koopmans. She has a Bachelor's in Nursing. Ms. Koopmans was formerly on site supervisor prior to this promotion. She has worked at the YMCA since 2016 and was promoted to Director in 2019. She directs other childcare programs in Burlington for the YMCA. Linda Robinson is the am on site supervisor. She has been employed at the center for several years, and was formerly the director. Nikki Davis also serves as OSS when Ms. Robinson is not present in the pm hours. She has held this position for the past 3 years. Gina Crabtree (Y Director), also located in the YMCA is available for support when needed.

On 2/27/23 I made an unannounced licensing visit to the program and all areas were observed at that time. I met with staff in the center and later by phone and email communication with Director Koopmans. The visit consisted of classroom observations and activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. Staff were actively engaged in providing care to the children at the time of the visit. Frequent communication has been had the past year regarding this topic via email and phone.

Center Nutrition Practices:

The center chooses to participate in the CACFP Program. Food preparation and storage procedures were consistent with NHSPS. The centers had thermometers in all refrigerators and freezers. Meal and snack records are kept and meet CACFP requirements. https://www.fns.usda.gov/cacfp

Health and Safety:

Medications are stored in original containers with physician/pharmacist directions and label intact. Medications are inaccessible to public and the center is able to provide documentation of medication given. Staff and children area aware of hand washing procedures defined by IDPH for appropriate hand washing. All first aid supplies recommended by the IDPH were available in the centers first aid kits.

Tornado and Fire Drills were practiced and documented once a month as required. Radon testing is due every two years. Testing was conducted January 2023 with a level below 4 pci/L and expires January 2028. Fuel burning appliances inspections are due annually and expires 11/2023. The center contains carbon monoxide detectors as required. Sanitary procedures were in place for assisting with toilet training. All cabinetry in the building is now secured.

Ratio was not met and maintained during the visit in the toddler/preschool room. Staff were not aware which children they were supervising or how many children were assigned to their care.

An on site supervisor must be present if the Director is absent. The program has two people who fill this position, one for am and pm.. The Director is on site frequently as well as Gina Crabtree (Y Director).

The Y Gymnasium may be utilized this summer if needed as will the Spinning Class room. Two rooms can be used for the Summer Program. The program should have a routine and schedule for bathroom use for each room. The program has been working on routines and procedures for access in and out of the rooms for children and parents, food/lunch plan, use of outdoor spaces, and planned activities this year.

Three years ago the program had an increase in capacity. The program is now utilizing an additional room in the building as the infant room only and the room infants were formerly in is now utilized for 18 months and preschool age children. Jodi Norton and Tabitha Copeland, CCR&R, Iowa Department of Public Health Child Care Nurse Consultant Nancy Granaman and DHS observed the new space. The center consists of the following capacity taking the center total to 108 children:

Youth zone: 30 children (After school program only)
Martial Arts Room: 75 (Summer Only)
Gym 2: 4 groups of 10 (40 Children)
Infant room: 8
Child Care Room: 30

Ventilation and lighting were adequate. All tall cabinetry or any other potential toppling hazards have been mounted to the wall.

Center Playground:

The center playground is a fenced in grassy area. Outdoor play has recently been divided into different sections. Both sections are enclosed by a chain link fence and are divided in half by another chain link fence. The first section is for school age children and has a play set/jungle gym on it. This section was dug out and a layer of pea gravel and new rubber mulch were put down to provide adequate fall surface. The other section is the new area serving children ages 0-5. The Y reseeded the grass, bought new yard toys, a playhouse, and several little tykes cars. Both areas will be covered by a new shade structure that will be put up in the spring and taken down in the fall/winter. An adequate level of mulch is beneath climbing equipment.

A new fence was installed two years ago. Fences will settle with time so this should be monitored. Playground inspections were conducted monthly. CCNC Granaman conducted an Injury Prevention Checklist on the area last year.

A first aid kit is taken outside during outdoor play. The Child Care Weather watch is consulted when outdoor play is questionable due to varying weather conditions.

Center Field Trips and Transportation:

Field trip authorizations are signed for each child. First aid kits and emergency contacts are taken on all field trips or when children are transported. The center is aware of ratio for field trips and transportation.

Center Administrative Records:

The following postings are present: Mandatory Reporter, Handbook Availability, Consultant Contact, License, Emergency Procedures for fire and tornado, and no smoking signs. Child and staff files are reviewed annually. Policies and procedures were reviewed. An Emergency Preparedness Plan is present as required. All staff have signed acknowledgement they have been trained on the plan this past year.

The program has a well defined handbook with all required policies.

Age appropriate curriculum was not being utilized the day of the visit. Lesson plans that are age appropriate have been developed since that time including: active and quiet times, large-group activities, small group activities and time to play alone or with others, indoor and outdoor play times, and time for children to select their own activities and teacher directed activities. A wide variety of toys, educational games, puzzles, and books were available to the children to utilize. They were all in good condition. The environment was cluttered and disorganized. The Director reports this is no longer an issue since a divider has been placed in the room separating older children from younger children. Classrooms were decorated with educational materials that were age appropriate.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center installed new flooring and painted in 2019.

The program remodeled and added a school age youth room in 2020. A school age room was added 2 years ago.

Since Director Koopmans has taken this position violations have decreased. This is duly noted.

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

1. 109.8(2)c: Children between 18 months and 3 years of age may be combined, if appropriate to the developmental needs of the child. If a child under 2 years is combined, the staff ratio of 1 to 7 shall be maintained, otherwise staff ratio may be determined by the age of majority of the children in the group.

109.11(2): A safe and properly equipped area is provided for infants that does not allow for intrusion by children over two years of age.

109.8(2) Ratio maintained in center as required by age.

109.8(2)a Combinations of age grouping for children four years of age and older determine ratio on age of majority in group.

109.8(2)b Combinations of age groupings for children between 3 and 5 years of age may be allowed with a staff of 1 to every 12 children.

Staff did not know how many children they were supervising, what ages they were supervising, etc... Children ages one and up were combined all together with preschool and school age children. A divider has been placed in the room separating one year old children from children age four and up. The 18 month to 2 year old children are on one side. The 3-5 year olds are on the other side.

2. 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 Director has developed age appropriate schedules routines and curriculum for each age group since the visit.

3. 109.12(4): 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.

Children were not spaced two feet apart at nap time. Children were laying on the same cots.

A technical referral was made to CCR&R Consultant Tabitha Copeland on 2/28/23 and she met with the Director and staff March 16th, addressing room arrangement, ratio and supervision and curriculum for each age group. She later sent an email on Sleep Sacks and weighted Sleep Sacks could not be used. A parent had requested this. Ms. Copeland attempted to make contact on 3/31/23 to follow up to see if any other consultation was needed. Further contact has been made during the summer on other issues.

V. SPECIAL NOTES/RECOMMENDATIONS:

Based upon this review, it is recommended that this center remain in Full licensing status. The center has since corrected violations per the Director. The center is directed to continue to monitor day to day practice and adjust accordingly to

continue to ensure licensing rule is met consistently. It is important to note, all DHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact your local nurse consultant. 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. Nancy Granaman is the CCNC for the area. The center has a working relationship with local nurse consultant Nancy Granaman. Child Care Nurse Consultants work with child care and early education businesses.

HHS encourages you to contact Child Care Resource and Referral. 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. CCR&R can be consulted on curriculum development and implementation and other general child care questions. Tabitha Copeland is the CCRC for the area. Jodi Norton CCR&R Consultant visited the Y's sister program on 2/22/22 and again last March and has provided consultation to Director Koopmans. CCRC Copeland has met with Director Koopmans in 2023 providing consultation.

The center has had a working relationship with Child Care Resource and Referral Consultant Jodi Norton since Director Koopmans began her role as Director. CCR&R 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. The Director will continue working with CCRC Copeland.

The following notes are from Ms. Copeland after her visit:

Hello Lindsey,
Thank you for letting me come to see and support your program today. I wanted to briefly recap what the main points of what we discussed today and give you the resources that would support you and staff around those areas. Please feel free to ask questions should clarification be needed. I will set up another time to visit to see how things are going and if I can offer more support.

Child Development when considering mixed age groups
Addressing what was a large mixed age group room you and the staff have divided the room into separate spaces with ages divided out to a more age-appropriate grouping. It was discussed that these rooms are now considered separate and must be staffed to meet ratios for the divided rooms not the room as a whole. Both sections appeared to be in ratio today.
I provided printouts to you for staff to look over for ages 18 months to 5 years. The CDC Milestones Website is where the ages and stages information can be found and it provides excellent information for staff when thinking about if it is developmentally appropriate to move a child up to a higher age group and for planning curriculum for classes. This is also a great resource to share with parents when discussing many things.

Supervision and Classroom management
Lindsey stated the staff uses direct care to provider supervision and assist in understanding of ratios required by HHS. Up to date ratio information was shared from Comm 204 and is attached .
The video Supervision: What's Required? provides great examples of different way staff can keep track of the total number of children and staff in a classroom using direct care practices. The name to face roll call discussed is a great way to help staff during transitions and to assist them in overcoming nerves when being asked the number and names of children in care by HHS or others. Some centers support staff in this by making it a habit of the director asking staff how many and who is in their care when they go in and out of each room through out the day. That way answering the question becomes natural and they don't get nervous and draw a blank at awkward times.
The video Classroom Transitions is a nice video that shares ways to help children use positive behaviors during classroom transitions as well as ways to plan ahead for smooth transitions as your program changes with summer starting soon.

Curriculum
We discussed curriculum requirements and ideas for different rooms. I am attaching some spring curriculum your staff can look over and adapt as they see fit along with a curriculum planning example sheet. The ages and stages information provided also assist in deciding curriculum that is age appropriate and tailored to the needs of the children served. I encourage all programs to be mindful that younger children are not developmentally ready to sit and do any task or combination of tasks for long periods of time.

I hope the weather gets nice so the staff and children can enjoy it. Contact me anytime you feel I can be helpful. I look forward to seeing you soon and am always happy to help.

Tabitha Copeland
Child Care Consultant

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It will be in the center's best interest to continue working with IDPH and CCR&R.

*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.