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

Name of Center: YMCA School Age Care at Orchard Hill Elem **Enrollment:** 29 **License ID No. (Reapplications)** 46271

Street: 3909 Rownd ST **City:** Cedar Falls Iowa **Zip** 50613 **County:** Black Hawk

Mailing Address: 669 S Hackett RD, Waterloo, IA, 50701

Director's Name: Brandon Bennett & Bekah Stevens **Phone Number:** 319-553-2465

On-Site Supervisor(s): Ashlee Hirsch **E-Mail:** bstevens@blackhawkymca.org

Date(s) of Visit: 11-06-2024

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: 03-15-2024

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: Year-round X School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	0	50	50
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 12-01-2023 to 12-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Becky Frost **Date:** 11-26-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

On 11/06/24 I made an unannounced off year visit to YMCA School Age Care at Orchard Hill Elementary in Cedar Falls. I met with Mirandah Lawrence and Ellie Cooper. Ashlee Hirsch, the on-site supervisor, was not present the day of my visit. There are two staff members present with the children in the morning session and two staff members present for the afternoon session.

Brandon Bennett and Bekah Stevens are the co-directors. Mr. Bennett is the Director of Youth Development, SAC. Ms. Stevens is the director of the ELC program. Mr. Bennett started with the YMCA on 10/05/22. He has previous experience in childcare, including as an assistant director, in Minnesota. Mr. Bennett is primarily in charge of the school age programs and Ms. Stevens primarily oversees the early learning center. Ms. Stevens has been employed with the YMCA since September 2020. She has a BA in Social Work and Spanish. Their offices are in the YMCA facility in Waterloo.

The program is in Orchard Hill Elementary. They primarily operate out of the cafeteria, but also have use of the gym and school playground. The before and after school program operates Monday through Friday from 6:30-8:30 am and 3:45-6:00 pm. Every Wednesday the children get out of school at 1:50 pm. The program serves children who are in kindergarten through sixth grade. There are currently 29 children enrolled.

The centers observed include art, library, magnets, Play-Doh, Legos, games, and table toys. Centers are stored in a closet in the cafeteria.

I visited the program during the afternoon session. The room was in ratio. The number of children at the program at any one time is changing constantly because of children arriving and leaving.

There is a sink in the cafeteria and handwashing procedures were posted.

When I arrived at the program there were three unsupervised children in the cafeteria. The staff members and other children were in the gym. Children can never be left unsupervised. This was concerning to witness.

The children primarily use two bathrooms located in the hallway. The boy's bathroom has two toilets, three urinals and three sinks. The girl's bathroom has five toilets and three sinks. Handwashing procedures were posted in both locations. I observed children walk to the bathrooms unsupervised. Staff members must always maintain visual supervision of the children. Children cannot be sent to the bathroom alone and without supervision of them entering and leaving the bathrooms.

Staff members have a program cell phone. You must post emergency numbers with the program's address and phone number somewhere in the program space. Emergency fire and tornado procedures and evacuation diagrams were posted by the main program doors and outdoor exits in the cafeteria. The evacuation diagrams must be posted near the exit to the cafeteria.

A daily schedule was not posted but is required. This was cited last year also.

I asked for documentation of monthly fire and tornado drills and playground inspections from this school year and last school year. Fire and tornado drills were practiced last year. The program has not practiced a fire or tornado drill yet this year and they have not completed any playground inspections. Fire and tornado drills must be practiced every month and be documented. Missing drills is a serious offense. This was cited in the last two years' report also. Playground inspections must occur monthly. This was cited in the last two years' report also. I emailed Mr. Bennett about this concern and the staff members have been spoken with.

Radon testing, a fuel burning inspection and a carbon monoxide detector are not necessary because the program is exempt from environmental assessments as a before and after school program that serves only school-aged children and located in a public-school building. The fire marshal inspection occurred on 03/15/24.

The staff members state they do not know the name of the sanitizer they are supposed to use on the food tables. They state the school is supposed to provide them the product and they have not. There was not a sanitizer on site. You must get a sanitizer and know the name of the product that is being used to make sure it is labeled for food tables and you know the dwell time of the product. Tables must be cleaned with soap and water prior to the sanitizer. Tables must be cleaned and sanitized both before and after snack. This did not occur. The staff members cleaned the tables with soap and water after snack. The tables were never sanitized. This was cited in last year's report and must be corrected.

The YMCA provides an afternoon snack. A snack menu is not being kept at this site. A snack menu is required and must be available for review during licensing visits. Disposable products are used so dishwashing is not necessary. The program is not part of the Child and Adult Care Food Program (CACFP) but followed the guidelines the day of the visit. I cannot say if CACFP guidelines are always followed without menus. The program does not have a refrigerator. Snacks were not stored according to the NHSPS guidelines. There were crackers and cheerios that were rolled up in the box. Once a food item is opened it must be stored in a sealed plastic, metal or glass container and be dated. Breakfast is provided by the school once the children are released from the program.

All children must wash their hands prior to snack. The staff members made the children who ate the YMCA snack wash their hands, but the children who brought their own snack did not wash their hands.

The parent information was not displayed when I arrived at the program. They have a portable bulletin board in their storage area. The mandatory reporter, childcare consultant and the handbook availability must be posted. Please make sure you are posting my updated contact poster.

The license must be conspicuously posted. A no-smoking sign was posted at the entrance.

The program uses the elementary school's playground. The area is partially fenced in. Rubber tiles are used for fall safety surfacing. There are multiple pieces of climbing equipment. It is arranged almost like an obstacle course. There are slides, rings, a bridge, steppingstones, balance beam, climbing wall, sings, spinning toys and teeter totters. There was a climbing dome for the children. There is also a large grassy area and an area for basketball. Tress provide shade.

Staff members were in the gym with the children when I arrived. The school was going to test their fire system so the staff members were talking to the children about what to expect. They then moved to the cafeteria for snack. Staff members moved around the area once every child received their snack. They maintained positive conversation with the children and offered them activities.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The program can use the playground, the gym and the cafeteria.

The staff members maintain open communication with the YMCA administration staff members.

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.

The program has a great administrative team to overlook the school sites.

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

109.4(3)b: Postings are required for:Mandatory reporter requirements.Notice of availability of handbook.Program activities.These shall be posted in area frequented by parents or public.
The program did not have a parent board. A parent board is a requirement.

109.4(5): Child Care Centers and Preschool Licensing Standards and Procedures shall be available in the center and a notice stating a copy is available for review. Contact information of the child care consultant shall be included in the notice.
The program did not have a parent board. A parent board is a requirement.

109.4(6): The child care license shall be posted in a conspicuous place and shall state the particular premises in which child care may be offered and the number of children who may be cared for at any one time.
The program did not have a parent board. A parent board is a requirement.

109.10(8): Children's hand washing: Center shall ensure staff assist children in personal hygiene. For each infant or child with a disability, a separate cloth for washing and one for rinsing may be used in place of running water. Children's hands shall be washed:Immediately before eating or participating in food service activity.After using the restroom or being diapered.After handling animals.
All children must wash their hands prior to snack. The staff members made the children who ate the YMCA snack wash their hands, but the children who brought their own snack did not wash their hands.

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 program has not practiced a fire or tornado drill yet this year. Fire and tornado drills must be practiced every month and be documented. Missing drills is a serious offense. This was cited in the last two years' report also. I emailed Mr. Bennett about this concern and the staff members have been spoken with. The evacuation diagrams must be posted near the exit to the cafeteria.

109.10(16)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.
When I arrived at the program there were three unsupervised children in the cafeteria. The staff members and other children were in the gym. Children can never be left unsupervised. This was concerning to witness. I observed children walk to the bathrooms unsupervised. Staff members must always maintain visual supervision of the children. Children cannot be sent to the bathroom alone and without supervision of them entering and leaving the bathrooms.

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.
The staff members state they do not know the name of the sanitizer they are supposed to use on the food tables. They state the school is supposed to provide them the product and they have not. There was not a sanitizer on site. You must get a sanitizer and know the name of the product that is being used to make sure it is labeled for food tables and you know the dwell time of the product. Tables must be cleaned with soap and water prior to the sanitizer. Tables must be cleaned and sanitized both before and after snack. This did not occur. The staff members cleaned the tables with soap and water after snack. The tables were never sanitized. This was cited in last year's report and must be corrected.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
The program has not completed any playground inspections. Playground inspections must occur monthly. This was cited in the last two years' report also. I emailed Mr. Bennett about this concern and the staff members have been spoken with.

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.
A snack menu is not being kept at this site. A snack menu is required and must be available for review during licensing visits. Snacks were not stored according to the NHSPS guidelines. There were crackers and cheerios that were rolled up in the box. Once a food item is opened it must be stored in a sealed plastic, metal or glass container and be dated.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is issued for the remainder of the licensing period but you must provide me an email with information on how all the violations have been corrected. I should not be seeing repeated violations every year. All DHS licensing standards

and procedures must be maintained during the renewal period.

The program is not practicing fire or tornado drills. Mr. Bennett states he has already spoken with staff members about this.

The program is not completing playground inspections. This is a repeat violation.

I observed children unsupervised in the cafeteria when I arrived and I observed children walk to the bathroom unsupervised. Supervision is a repeat violation.

There was not a parent board out during my visit. There was no daily schedule. There were no snack menus. These are repeat violations.

The program did not have a sanitizer and has not been cleaning and sanitizing tables before and after snack. The program did not have a sanitizer on site. This is a repeat violation.

Not all children washed their hands prior to snack and snacks were not stored according to NHSPS guidelines.

An administrative change is being made to name Ashlee Hirsch as the on-site supervisor.

*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.