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

Name of Center: Mahaska YMCA After School Program **Enrollment:** 72 **License ID No. (Reapplications)** 25021

Street: 1801 Orchard Ave **City:** Oskaloosa Iowa **Zip** 52577 **County:** Mahaska

Mailing Address: 1521 Green ST, Oskaloosa, IA, 52577

Director's Name: Meagan Hugen **Phone Number:** 641-676-7700

On-Site Supervisor(s): Kendra Sage **E-Mail:** meagan.mccartie@mahaskaymca.org

Date(s) of Visit: 02-21-2025, 05-08-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 08-30-2024

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

Date Inspected: 06-21-2023

Comments : conducted by SFM Curt Seddon, corrections made and approved 2/3/21, due every three years

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				125	125
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 12-01-2024 to 12-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 05-23-2025

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

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

Mahaska County YMCA After School Program is located in the cafeteria at Oskaloosa Elementary School in Oskaloosa. The Y in partnership with the Oskaloosa Community School District have partnered to provide an after school program and funding from United Way of Mahaska County. The school is newer, and large, housing all previous elementary school grades held at various and now closed elementary school in Oskaloosa.

The center provides after school child care services to school age children. The center is owned and operated by Mahaska County YMCA. It operates in the Oskaloosa Elementary School building during the school year and the Mahaska County ELC in summer months. The Director is Megan Hugen. Director Hugen holds a BA in Elementary Education and has worked in the Mahaska Y program since 2020. She is also Director of the Mahaska Early Learning Center. Kendra Sage is the current Site supervisor (2024) with an AA in Elementary Education. She has been employed with the program since 2019 and was promoted to OSS in May.

Director Meagan Hugen is currently working in the building until the end of the year due to college student staff leaving for the holidays.

On 5/21/25 I made an unannounced off year visit to Mahaska County YMCA After School Program while the program was in session, and met with childcare staff. At the time of the visit, staff was actively engaged in providing the after school childcare program to the children. I visited the program in February as well but children were not present at the time. 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.

Hours of the Program are: the end of school until 6 p.m. and all day summer hours

Parents may choose to register for full-time or part-time care in the program. The after school program is licensed by DHS to care for up to 125 youth. Four staff are scheduled for the program daily and a 5th staff can be called over from another Y program if more children are present. The local college William Penn University also provides staff for the program through a work study.

The program goal is to follow a 1:15 ratio for children ages 5 and up. The YMCA staff meet the children at the school with snack and various activities prepared. These include various fine motor activities, planned gross motor games to play in the gym, and character developing topics to discuss. Individual and small group tutoring is also available to help students with homework.

The Mission Statement of the Y is: The YMCA is committed to building strong kids, individuals, families, and communities through programs and services that promote a healthy spirit, mind, and body for all, regardless of ability to pay. Every day, every program, every relationship is an opportunity to practice the YMCA's four core values: Caring, Honesty, Respect and Responsibility. From child care and youth sports to Silver Sneakers® fitness programs for active older adults, from youth leadership development to partnering with local companies for work-based wellness programs, we are intent on building

spirit-mind-body.

The mission of the Mahaska County YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. The Mahaska County YMCA is a cause driven organization strengthening community through youth development, healthy living, and social responsibility. Join us as we strengthen our community through youth development, healthy living and social responsibility.

Scholarship opportunities are available for children with academic and/or financial need. HHS Child Care Assistance is accepted. Parents may also choose to register for full-time or part-time care in the program. Children receiving grant-funded scholarships are required to attend four days weekly until at least 5:15 pm. More general information about the program hours are: No-School Days are held at the The new Mahaska Early Childhood Center from 6am to 6pm. Around 60 children are present each day.

Program Activities include:
Snack
Recess
Tutoring/Homework
Enrichment Programs
Enrichment Clubs
Monthly family night activities

Program Observations:

The center is located in the school cafeteria, a large, open area equipped with tables and chairs. The school provides telephone and storage facilities for the center. The center provides a variety of games and activities for the children. The program provides opportunities for both active play (in the school gymnasiums or playground) and quiet activities or study (library). The activity program is largely comprised of child selected activities. Staff ratio was more than adequate the day of the visit. I observed staff interacting with the children and supervising them in gross motor and table activities. In summer months children utilize the Mahaska ELC building on the same campus. They take many field trips- and have a variety of activities scheduled.

All rooms of the programming space were observed. Health or safety issues in the rooms were not identified, other than electrical outlets not being covered. A paper cutter was on a tabletop in the computer lab, however, the children have access to these items all throughout the school day. The entire area is cleaned in the afternoons/evenings by school custodians.

The program offers district teaching staff and YMCA staff collaboratively providing a program offering many enrichment opportunities for community youth. Four OES teachers are leading the enrichment and tutoring activities. Most staff associates are education majors at William Penn University or Central College, and some tutors are high school student peer mentors.

Center Nutrition Practices Observed:

The center serves a snack to the children. Snack menus indicate minimum nutritional requirements are met. Menus are on file. The program have their own cups and bowls that help staff with portion control according to CACFP guidelines. No food was stored on the floor and no expired food items were present.

Menus are posted. Menus should be planned 1 week in advance, made available to parents and kept on file with substitutions noted.

Center Health and Safety:

Prescription and non-prescription storage and documentation of medication were in accordance with licensing regulations, physician directions, and parental consent. All prescribed medication should have a pharmacy label intact. All Allergy Action Plans are present with staff in the First Aid Kit so they know how to respond if an allergic reaction occurs.

A first aid kit is on site containing basic items to perform first aid. A mobile kit is taken outdoors or on activities. First Aid Kits should be kept out of the reach of the children at all times.

School maintenance staff perform required environmental testing and maintain any necessary detection equipment. Radon testing is not required as this program serves school age children only. The school is on city water, therefore water analysis is not required. The building was constructed in 2005 so a lead paint assessment is not required. Ventilation is provided by windows and a forced heated and cool air system. I noted adequate ventilation and temperature. Light is provided by fluorescent ceiling lights and natural light from windows on the north wall. The annual fuel burning appliances inspection is best practice and is not required. Carbon monoxide detectors were not located in the gymnasium area. A UL approved

plug in carbon monoxide detector should be placed in the program area for best practice. Since this program serves school age children only environmental testing is not required.

We reviewed general regulations regarding safety and sanitation policies and procedures. Emergency plans and drills for fire and tornado were documented monthly.

Trash receptacles for food waste should be covered. Staff are using school provided cleaners for sanitizing table surfaces (Peroxy 4d). We discussed the sanitizing process. The school janitor assists with disinfecting issues. During the summer they use Oxivir TB.

Rules of hand washing are: Staff wash their hands upon arrival at center. Staff wash their hands immediately before eating or food service activity. Staff wash their hands before leaving the restroom with a child or by themselves. Staff wash their hands before and after administering non-emergency first-aid, unless gloves are worn. Staff assist children in personal hygiene sufficient to prevent or minimize transmission of illness/disease. A separate cloth for washing and rinsing is used, if needed, for children with disabilities. Children wash their hands immediately before eating or food service activity. Children wash hands in the restroom areas outside of the gym.

Children are broken up in groups and assigned to certain staff members. Each staff member has a group of children they are responsible for. Supervision practices were changed in November ensuring staff walk children to the front door and parents meet the staff and child at the front entrance to the school at pick up. A complaint came in March 2024 on supervision. Staff were not following previously defined groups and schedules for supervision. Director Hugen indicated in August 2024 the children are broken up into groups and participate in separate activities so that staff can easily supervise the children assigned to them. If one staff is answering the phone coordinating pick up they cannot be considered in ratio.

CCNC Jamie Crouse conducted a Health and Safety Checklist indoors and outdoors in the fall 2023. Very few areas were identified needing improvement. She recommended the sign in process should be improved and a new first aid kit checklist should be added to kits. She indicated curriculum should be improved. These were sent to Morgan Holle, and Director Holle returned an Action Plan to correct the noted areas.

Center Playground:

The center utilizes the large elementary school playground for outdoor play. The outdoor play area is equipped with new climbing toys and surfaced with wood chips of inadequate depth. Mulch was low in a few places under climbing equipment. Climbing equipment is newer. No safety hazards were observed on any of the equipment, but snow and ice cover made it difficult to observe all areas. The outdoor area is not fenced but is a considerable distance from any roadway or other obvious hazard. The area also lacks natural shade although some shade is provided by the play structures themselves. If temperatures are too hot in summer months the school gym is utilized instead.

A playground inspection form had been completed for most months per my observation. The center should utilize the Child Care Weather Watch if outdoor play is questionable due to weather conditions. A first aid kit should be taken outdoors.

I did not observe safety hazards in the area on the visit. Children were outside on the east playground at the time of the visit. Parents can easily pull up to this area to pick up at day's end.

Center Transportation Arrangements/Field Trips:

During the school year the children stay at the school after the school day is over and are picked up by parents a few hours later. At times the children are able to go to the Y to swim. During the summer months field trips are taken frequently and ratio followed. The Child Care Weather Watch is observed on days where weather conditions are questionable for outdoor play. First aid kids and emergency contacts and medications are taken on field trips.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavioral Supports interventions in cooperation with the same disciplinary approach as that of Oskaloosa Elementary School. The center adopts the individual intervention plans provided by the school. This approach stresses problem solving techniques, building of social skills, verbal encouragement of appropriate behavior, and redirection. Short, time out periods of age appropriate length are used only as a last resort.

All required postings including the center license, mandatory reporting information and licensing consultant information were posted since the program has been utilizing the main childcare site this year (Mahaska ELC). This information is kept in a binder. Emergency numbers such as the program address and phone number, poison control, fire, etc. is typically posted on the door in the on-site supervisor's room. They are also kept in the First Aid Kit. Emergency evacuation diagrams should be by the doorways. Child allergies were posted in the closet. Each child must have an Allergy Action Plan signed by a physician.

Staff record tracking are typically kept by Kay Betz housed in the Mahaska County YMCA ELC site. Professional development and training hours are typically reviewed annually. Information reviewed are Iowa Criminal Record checks (2 years), Fingerprints (due every four years). Also reviewed are CPR/First Aid training (due every two years), updated professional development training, due annually. Mandatory reporter training is due every five years. Updated staff physicals are due every 3 years.

Child records are reviewed annually. Child records included pick up authorizations, emergency contacts, field trip authorizations and a physical health statement. It should be noted that Ms. Betz has a history of being an excellent record keeper for both staff and children. It is very rare that staff or children are out of compliance for program requirements monitored by Kaye Betz. This is duly noted.

Iowa Professional Workforce Registry (i-PoWeR) is an online tool where child care professionals can locate and enroll for Department of Human Services (HHS) approved professional development. To access and enroll for Department of Human Services (DHS) approved professional development opportunities, please see the website.

Incident reporting forms were thorough and complete. I reviewed curriculum.

Required written policies provided to parents in the form of a parent handbook were reviewed. The handbook contains a limited access policy, as well as a biting policy. The program on site supervisor developed an Emergency Preparedness Protocol for this program this past year. Staff are trained annually on such. The EPP is currently housed at Mahaska County ELC since programming is held there in the summer. All staff have been trained on the EPP specific to the After School program per my observation of documentation

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center sends a monthly newsletter to parents.

Information on the program can be found at: http://www.mahaskaymca.org

The program may access consultation services through Child Care Resource & Referral (CCR&R), Early Childhood Iowa (ECI), ISU Extension, and the YMCA of the USA to support quality initiatives.

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

1. 109.9(1)d: 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: 3

2. 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 gross motor room of the center (which has been used this year) has had issues with temperature regulation. The Director has reported this to building maintenance.

V. SPECIAL NOTES/RECOMMENDATIONS:

The program Director and OSS may access Child Care Resource and Referral Consultant Karen Lauer and Iowa Department of Public Health Child Care Nurse Consultant Jamie Crouse.

CCR&R is available to assist child care providers. Child Care Consultants provide on-site consultation to licensed preschools, and centers. Child Care Resource & Referral (CCR&R) has a Child Care Center Handbook to help centers navigate through the licensing process. The handbook is a helpful document for centers that gives information on CCR&R, staff to child ratios, training, Child and Adult Care Food Program (CACFP), parent referrals, child care assistance, Quality

Rating System (QRS) and more. CCR&R provides training and consultation services that support the child care provider's ability to achieve and maintain regulatory status in good standing and work to achieve and maintain performance at higher quality levels in Iowa's Quality Rating System (QRS).

CCR&R offers low- or no-cost training designed to help early childhood professionals meet registration requirements and become more successful in developing skills for working with children and families. Consultant Karen Lauer is the program Consultant. She visited the program in March after the complaint. Consultant Lauer provided the following the past year: • Mahaska After School: 7 TA's (Topic: Refer support to other programs, Environments, Support Licensing, IQ4K and Business polices & practices) and 3 Face to Face visits (Topics: Business Policies & Practices, Environments, Safety and IQ4K) these are all since 3.1.24

Child Care Nurse Consultants (CCNC) are Registered Nurses who provide on-site consultation, training, and technical assistance to early childhood care and education providers. Child care and early education businesses may call or send questions to a CCNC about health and safety policies, health programs, health of personnel, and specific child health or safety issues. The center has a new CCNC. It is recommended they invite her to the program. CCNC Mary and Meagan have collaborated on yearly planning, record reviews, immunization audit, etc...

CCNC Mikulecky reported providing the following the past year: Four visits- consisted of child record review and follow up- immunization request delivery, as well as a visit to schedule out the yearly visits.
4 TA's- regarding bounce houses/slides during summer time, medication administration course/testouts and immunization request

*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.