Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Forest City YMCA

Provider No.: 22464

Address: 916 West I ST, Forest City, IA, 50436

County: Winnebago

Director's Name: Ashley Lunning

On-Site Supervisor: Josh Tigges

Phone Number: 6415855220

E-Mail: alunning@forestcityymca.org

HHS Visit Date: 01/12/2026

Licensing Period: 02/01/2025 to 02/01/2027

Fire Inspection:

Date Inspected: 05/23/2025

Comments:

Report Visit Type:

- [ ] PTO
- [ ] Licensing Visit
- [ ] Drop In
- [X] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [X] Year-Round
- [ ] School Year
- [ ] Summer Only

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	5:30 AM to 5:30 PM		
Tuesday	5:30 AM to 5:30 PM		
Wednesday	5:30 AM to 5:30 PM		
Thursday	5:30 AM to 5:30 PM		
Friday	5:30 AM to 5:30 PM		
Saturday			

Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [ ] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General				100	100
Summer					0

1. Basic Overview

An unannounced annual visit was made to the Forest City YMCA School Age program on 01-12-25 where I met with the program Executive Director, Ashley Lunning, and on-site supervisor Josh Tigges. Ashley took over the executive director role in the summer 2025 and is well qualified for that role based on her experience and training. Ashley's office is located at the Hanson Family Life main campus building. The YMCA before and after school program (BASP) operates out of the Forest City YMCA making use of several areas of the building. Given that this is a separate location the program does require an on-site supervisor. Josh Tigges is the YMCA Program Director who is currently serving as an interim On-Site Supervisor as the previous approved on-site supervisor resigned and the center is searching for a new qualified on-site supervisor. While the building is an open facility and other YMCA patrons make use of the facilities the program is operated out of classrooms that restrict access from those individuals that are not enrolled or approved caregivers. The program merged with the Hanson Family Life center and is overseen by a board of directors for that program. The program provides services for school age children for limited periods before and after school during the school year, and for full day programming during the summer. There are approximately 35 children currently enrolled in the program served by 4 staff. All aspects of the program subject to licensing standards were reviewed during this visit.

The general layout of the building and programming space remains the same as in prior reports. The primary space utilized is an area that was previously designated as "The Game Room". The room is a large open space that has tables, a television, and access to a small kitchen area that does not have any appliances other than a refrigerator and microwave. Bathrooms are directly accessible from the room. The room has a separate entrance from the outside, and secondary exits from the room that lead to other activity spaces, and the gymnasium. There are windows along one of the exterior walls that provide natural light and a view of the outdoors but do not open to allow for ventilation. All areas were observed to be clean with no issues noted due to maintenance. The program also makes use of the gymnasium which makes use of a curtain divider to

section off an area used by the BASP. The program would also have access to the pool but is not currently making use of those facilities. Activity centers are created through the placement of low shelves and play structures which were arranged so as not to create any blind areas. The available activity centers include options such as dramatic play, art/craft materials, media, large and small manipulatives, reading, and table games. Each activity center had a good supply of materials that were in good repair and appropriate to the ages of the children present. The center does provide sleeping mats for those children that make use of the before school programming but who are still tired and want to rest while at the center.

2. Identify Observed Strengths of the program

The visit was made during the after school hours of the program operation. Good supervision was provided with two staff present who positioned themselves so as to be able to maintain line of sight of all children when the group was combined, but later split the group with one teacher taking a group of the children to the gym, while the other stayed with children that remained in the main programming room. The interactions were primarily observational supervision. Both staff presented positive attitudes, knew each child by sight, and appeared to have good relationships with the children. When speaking to the children both used positive tones and word choices. While there was a high level of energy in the group there were no significant behavioral issues observed during the visit. Those minor issues which arose were easily addressed with both teachers using simple redirection, and reminders of expected behavior.

Good health and hygiene practices were observed with staff directing the children washing their hands after restroom use, and prior to meal service. The teachers also washed their hands and wore food service gloves before snack service. The facility custodians do provide for the general cleaning and maintenance of the facility but the program also maintains spray bottles of sanitizing/disinfecting solutions to clean as needed. Chemical cleaners, purses, and other items that could present a safety risk to children were maintained in areas where they were not readily accessible to the children. The YMCA does maintain a large first aid kit stocked with items necessary to address common first aid needs and the program does have access to the kit. A smaller portable backpack kit is maintained in the programming room and is available to be taken when picking children up from school, or engaging in off site activities. There were no children with any identified allergies or health concerns but the center did have response plans present and posted in the programming space for children with identified concerns such as food intolerances.

Due to the limited hours of operation meals are not served but snacks are provided. During the morning hours of operation, and during the summer the center takes the children to the school for breakfast and lunch under the school nutrition program. In the after school hours the center provides the children with a snack. The snack options generally consist of a rotation of limited items but neither a prepared menu rotation, nor a log of items served was prepared. The snack provided on the day of my visit consisted of options of Goldfish crackers or string cheese. While the center does not participate in the Child and Adult Care Food Program (CACFP) for reimbursement those guidelines are still required to be followed. Those guidelines do require that two credible snack options are provided from different food groups. When serving the snack the staff asked the children which they wanted. If staff are serving the food children need to be provided with a serving of both credible options. If snack options are provided family style where the children serve themselves they could then determine if they want both, or just one of the options and taking a portion of their choice. Food storage practices were reviewed as there were several bulk packaged items that were placed in a storage container that was air tight. It was discussed that this would still allow for an increased risk of spoilage, and access from insects or rodents and alternative acceptable options were provided.

All required notices for No Smoking, Consultant Contact, License Certificate, and Mandatory Abuse Reporting were posted in an area that was readily visible and accessible to parents and visitors. Other required notices for emergency evacuation, emergency contacts, hand washing, and daily schedule were posted but a copy of the planned curriculum was not. The center has used a general focus theme approach in the past posting that at the main entrance, but it was confirmed that they were not doing that currently and resume doing so. Staff files are maintained at the Hanson Family Life main campus building and the files for the two staff present were reviewed and found to be missing background checks, and physicals. Child files were reviewed and found to contain all required information. Inspection certificates were current and available for all required elements. with the exception of Fire and Tornado drills which had not been conducted or logged since August 2024. It was reviewed that these must be conducted and logged monthly.

3. Identify the aspects that fall below the standard

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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.

109.9(1)b: 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.

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.

109.13(1 and 2): Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines.Staff shall provide supervision at table during snacks and meals.Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep.Menus shall be made available to parents and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

The center license will be placed on provisional status pending verification of the background checks, and resumption of conducted emergency drills. Ashley did confirm that she is working to update all staff Iowa SING, and FBI fingerprint background checks. Verification of the submission dates for those checks, and completion of both a fire and tornado drill by the end of January 2026 was requested.

5. Special Notes/Recommendations

The center license will be placed on provisional status at this time. Please provide a written response to the licensing consultant identifying a plan of action to correct and maintain those aspects cited as not meeting licensing standards and identifying an anticipated date of compliance. At least one visit will be made to the center during the non-licensing year.

This program was released from a provisional license in 2/5/26. They provided of record checks and submitted their CAP.

Date: 06/24/2026

HHS Licensing Consultant: Todd Savage

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**.