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

Name of Center: YMCA Summer Camp/After-School Program **Enrollment:** 40 **License ID No. (Reapplications)** 21912

Street: 1840 S Monroe AVE **City:** Mason City Iowa **Zip** 50401 **County:** Cerro Gordo

Mailing Address: 1840 S Monroe AVE, Mason City, IA, 50401

Director's Name: Caitlyn Meyer **Phone Number:** 641-422-5993

On-Site Supervisor(s): **E-Mail:** jwilkerson@masoncityymca.org

Date(s) of Visit: 06-05-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 05-26-2025

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

Date Inspected: 02-24-2025

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: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	0	0	24	250	274
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 06-01-2025 to 06-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Raymond Salsbury **Date:** 06-08-2025

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced annual visit was made to the YMCA Summer Camp/After School Program on 06-05-25 where I met with temporary program director, Caitlyn Meyer. Caitlyn took over the director position in May 2025 due to the program director, Jessica Wilkerson being out on an extended leave. Jessica does have a BA in Business Administration, and a MA in Sports Management. Jessica also worked with children at the 4 Oaks program. The program is located at the Mason City YMCA and is operated as a nonprofit program overseen by the YMCA board of directors. The center provides limited after school programming during the school year, and full day programming during the summer. Both programs serves school age children only. The center did expand to provide a short term preschool wrap around program for the last month of the school year on an emergency basis when another program in the community closed, and it is uncertain if that program will continue with the next school year. The program typically has a large enrollment as children are able to attend as they wish but actual attendance on any given day is much more limited. Currently there are approximately 40 children enrolled in the after school program. The summer program enrollment is open and sets an enrollment cap of 200 children. There are currently 25 staff providing care to the children though some are limited summer programming only. All aspects of the program subject to licensing standards were reviewed.

The general layout of the building and facilities remains the same as in prior visits. The program is primarily operated out of a single room which is a converted space of 2 racquetball courts but also makes use of other YMCA facilities including the gymnasium, outdoor areas, and the pool. The overall space of the main room was measured to be 42 x 40 feet with a 20 x.12 foot office space sectioned off. The space is an interior room with no exterior widows but the corridor walls are floor to ceiling tempered glass. There are additional activity options such as a foosball table and a climbing wall which is used on occasion when staff who are trained in the use and supervision of climbers are available. As noted the program did expand to provide wrap around preschool programming making use of another room which is typically used for child care when parents are working out at the center. That room was measured to provide space for 24 children. Restrooms are located outside the programming space both in locker rooms and off the main hallways. Staff do escort the children to the restrooms to provide supervision due to the multiple use nature of the facilities. A drinking fountain located just outside the main programming room has been converted to a handwashing sink. There were no issues noted with regard to cleanliness or maintenance of the physical facilities.

The main programming room has several tables present where children can engage in games, crafts, Legos, and other quiet activities. Additional toys and materials are stored in cabinets. Other activity centers include library, media, large manipulatives, and dramatic play. The materials and equipment present were in good repair and appropriate to the ages of the children. A copy of the daily scheduled and planned curriculum were not posted on the day of my visit. During the visit much of the programming was activity driven with children being divided into different groups that rotated through use of the gym, outdoor playground, and main programming room. Good interactions were observed with all of the staff being actively engaged with the children joining in their play, or leading activities such as a yoga/exercise activity. All staff were observed to have very positive attitudes, and use proactive approaches such as reminders and redirection that resulted in there being no observed behavioral concerns during the visit. Ratio was not only maintained as required by age, but additional staff were present to provide for supervision for children that needed to leave the group to use restrooms, or in the

event that the program were to engage in any off-site activities.

Good health and safety practices were observed during the time of the visi with staff ensuring that the children washed their hands following restroom use, and prior to meal/snack service. The program staff do some general cleaning and sanitizing during the hours of operation but the facility custodial personnel do the primary cleaning after hours. Chemical cleaners and other items that could pose a risk to children are stored in areas where they are not accessible. A first aid kit is available in the classroom, as well as other more extensive kits located throughout the building which are well equipped to address most common first aid needs. The center did have a child with an identified nut allergy and had posted that the building was maintained as a nut free zone.

The program does have an outdoor play ground with a climbing structure, grassy area, and concrete pad basketball court area. The playground also contains a large scale wooden train that has crawling and seating spaces. The equipment was observed to be in good repair though one set screw on the climbing structure was loose and needed to be tightened. The center has replaced the wood mulch used for fall surfacing under the climbing structure with pea gravel which was beginning to develop a hardpan layer in high traffic areas which will need to be aerated. Shade is provided by the building during the morning hours of the day, and a mature tree is also available to provide shade in afternoon hours. A fence is present extended along one edge to serve as barrier to a neighboring access drive.

Due to the limited hours of operation during the school year meals are not served but snacks are provided. During the summer the program participates in the Summer Lunch Program that provides meals prepared by the local school and which is open to all community members. The program does have seating available for the children that is separate from other community members. Food storage practices do need to be reviewed for those food items used for snacks in both dry pantry and refrigerators. Snack items consist of a variety of prepackaged individual serving options, and some bulk package items which had not been placed in sealed containers once the original seal had been broken. Thermometers are also needed for the refrigeration and freezer units used by the program. A copy of the planned menu was not posted and if a preplanned menu is not available from the school cafeteria that prepares that meals cannot be obtained the center will need to maintain a list of items that are are provided for lunch and snacks each day. I was able to observe the snack service on the day of my visit which consisted of individually portioned and packaged strawberries and yogurt.

In reviewing administrative records all required notices were posted in an area readily accessible to parents and visitors, but which should be moved to the main area notice board where parents children in/out of the program. In reviewing staff and child files Caitlyn did acknowledge that those records were not up to date and the center was working to obtain information. The children's files did contain enrollment information with emergency contacts but many did not have a current physical. It was reviewed that given the children are all school age the center can use a Parental Statement Of Health and a copy of sample form was sent to the center. With regard to staff files a review was made of employees for both this program, a sister program operated in Clear Lake, and the Sugar Plum Preschool program. Iowa SING checks had been recently updated for all staff, but many FBI fingerprint checks had not been completed as required and Caitlyn did show that she had a large number of cards to send to update those. Many staff were also missing current training certificates and Caitlyn did confirm that the program had just completed a 1st Aid/CPR training, and staff were working to complete others. Inspection logs and certificates for Fire and Tornado drills, Playground inspections had not been completed since March 2024. Radon testing results could not be located on the day of the visit. The Boiler inspection was available and current.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The YMCA administration has developed plans to work to update the records with both a review of staff and child files, plans to update, and deadlines established to complete and submit documentation for families and staff.

As noted the program responded to a critical and sudden need in the community for a preschool care wrap around program when another provided in the community closed suddenly.

The YMCA also paid off the loan for the building this year and hopes to continue to expand programming with now being able to redirect funds.

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

109.9(1)b: All files contain:A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information.Copies of the results of Iowa records checks conducted.Copies of national criminal history check results.Any Department-issued documents sent to the center related to records check.
-- Number not in compliance: 11

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
-- Many staff were missing various elements of required training.

109.10(1)b: School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions.
-- Many children were missing a current physical or parental statement of health.

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.
-- Drills had not been completed and/or documented since March 2024.

109.11(7)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted.
-- Documentation could not be found on the day of the visit.

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.
-- A copy of the daily schedule and planned curriculum was not posted on the day of the visit.

109.15(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed.Staff preparing food that have injuries on hands wear protective gloves.Staff serving food use clean serving utensils and have clean hands/wear protective gloves.
-- Food items were not properly stored in air tight sealable food grade containers labeled with the contents and date placed in storage as required once the original packaging seal had been broken. Thermometers were not present in all refrigeration/freezer units as required.

V. SPECIAL NOTES/RECOMMENDATIONS:

A full license is recommended 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 next year.

*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.