Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Wickman Annex

Provider No.: 51686

Address: 1100 Maple ST, Atlantic, IA, 50022

County: Cass

Director's Name: Dianna Williams

On-Site Supervisor:

Phone Number: 7122433934

E-Mail: hjohnson@nishnavalleyymca.com

HHS Visit Date: 01/12/2026

Licensing Period: 01/01/2026 to 01/01/2028

Fire Inspection:

Date Inspected: 07/02/2025

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 6:00 PM		
Tuesday	5:30 AM to 6:00 PM		
Wednesday	5:30 AM to 6:00 PM		
Thursday	5:30 AM to 6:00 PM		
Friday	5:30 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			30		30
Summer					0

1. Basic Overview

An unannounced licensing visit was made to Wickman Annex on 1/12/26. The program is located in the Nishna Valley YMCA in Atlantic, Iowa. The center opened on 1/3/22. The center provides wrap around child care to preschool age children, Monday – Friday, 5:30 AM to 6:00 PM. Dianna Williams is the director of the Wickman Annex as well as the Ann W. Wickman Child Development Center. She has a Bachelor's Degree in Early Childhood Education Administration. Dianna was informed during last year's visit that an on-site supervisor is necessary due to a director not being present for six hours a day. The lead teacher is Savannah Westover. Savannah is working to become an on-site supervisor. Savannah showed me around on this date. I also met with Dianna Williams later on this date at Ann W. Wickman Child Development Center to go over files. The total enrollment is 20 children but only nine kids and two staff were present during my visit.

Observation of room:
The children were playing at centers during my visit. The program room looks nice and is arranged into activity centers. The center has a fun variety of age and developmentally appropriate toys and equipment. The center also uses the gym. Staff were attentive to the needs of the children. The center has lesson plans but they were not complete. Savannah said they do not have any curriculum. Please make sure you have written lesson plans/activities. Daily activities were posted. The room had the necessary postings and there were diagrams on where the children were to go if there was a fire or tornado. The center uses Procare App for signing children in and out only.

Nutrition:
Ann W. Wickman provides the daily breakfast and snack. Company Kitchen caters lunch. Thermometers were in the refrigerator and freezer. Menus were posted. Dishes are done in the kitchen that Jack and Jill Preschool uses. Maintenance takes out the garbage daily.

CHILD CARE CENTER ANNUAL EVALUATION

Health and safety:
Radon testing was completed by Jack and Jill Preschool in September 2025 and was in the acceptable range. Wickman Annex should keep a copy of the radon testing with their files. It was reported that the building has all electric appliances, therefore the center doesn't require an annual fuel burning inspection. Savannah was unable to find the documentation for fire/tornado drills. Staff needs to be knowledgeable of the emergency policies and procedures i.e. intruder in center, intoxicated parent, lost or abducted children, etc. There was a first aid kit in a backpack, but it was not clearly marked. Please mark your first aid kit. Please make sure all emergency contact information for all of the children is in the first aid kit since the children's files are not kept on site. The center uses bleach/water for sanitizing and disinfecting. No one staff person is designated to mix the bleach/water. The center was in ratio. Savannah is scheduled to take the medication management test later this week. Currently, no children are on medication at the Wickman Annex. The center was very messy. The restrooms had paper towels strewn across the floor. The ledge near the sink was very cluttered. Savanna was unorganized as to what was needed. Dianna reported two staff members from CCR&R are going to come in to do training, work on the centers, and teach how to do lesson plans.

Playground:
The playground includes a sandbox, climbing structures, riding toys, and noise makers. The program uses a shared playground space with Jack and Jill Preschool. Jack and Jill preschool completes the monthly playground inspections during the school year. Please do playground inspections for June, July, and August when Jack and Jill Preschool is not in session. Please maintain a copy of the year-round monthly playground safety inspections completed by Jack and Jill for your records. Rubber surfacing is used. The center also uses the gym inside the YMCA.

Transportation:
The center doesn't provide transportation services. If they need transportation, they use SWITA.

Administrative files:
Children's files are not kept on site. Emergency contact information for all of the children is kept in the first aid kit. Dianna keeps child and staff files locked in her office at the Ann W. Wickman Child Development Center. If Savannah is going to be the on-site supervisor, she needs to be knowledgeable of the DHHS licensing rules and daily functions of the program. Savannah reported she is familiar as she has worked in child care previously. Dianna Williams needs to make sure staff who are present on days Savannah is gone need to be familiar with licensing rules and regulations. The program needs more supervision from the director, Dianna Williams. Wickman Annex has monthly staff meetings at the Ann W. Wickman Child Development Center. The lead teacher and staff need training on a variety of topics i.e. lesson plans/activities, medication management procedures are needed, child files, staff files, record checks, emergency policies/procedures, licensing regulations, etc. Four children's files were reviewed. One was missing their annual physical exam. Two staff files were reviewed. One was missing Universal Precautions Training and both were missing their physical.

2. Identify Observed Strengths of the program

Wickman Annex is in a great facility that offers a variety of experiences including the programing room, gym, playground, and swimming. It is a wonderful resource for the community. Staff had good interactions with the children. They were very positive and attentive to the needs of the children. Savannah is working on becoming an on-site supervisor. Savannah seemed willing to follow through with recommendations I provided to meet licensing standards. Dianna Williams is the director. Dianna reported the Wickman Annex is going to work with CCR&R on a variety of things.

3. Identify the aspects that fall below the standard

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.

109.9(2)i: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary.

CHILD CARE CENTER ANNUAL EVALUATION

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.

109.12(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.

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

5. Special Notes/Recommendations

A full license is recommended for Wickman Annex from 1/1/26 to 1/1/28.

Wickman Annex is given permission to operate out of Jack and Jill Preschool during the summer when Jack and Jill Preschool is not in session. This will increase Wickman Annex capacity by 40 to a total of 70.

Date: 06/05/2026

HHS Licensing Consultant: Tausha Bottorff

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**.