Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Washington Community Y Cornelia S Day Child Care

Provider No.: 24846

Address: 821 N. 4th Ave., Washington, IA, 52353

County: Washington

Director's Name: Shalon Hoyle

On-Site Supervisor: Kelley Reeves

Phone Number: 3196533315

E-Mail: shoyle@washingtony.org

HHS Visit Date: 02/20/2026

Licensing Period: 07/01/2025 to 07/01/2027

Fire Inspection:

Date Inspected: 07/08/2024

Comments: completed by Bruce McAvoy Washington Fire Department, due every 3 years. Ths report was held until an approved inspection was procured on 7/24/24.

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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CHILD CARE CENTER ANNUAL EVALUATION

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	16	10	35		61
Summer					0

1. Basic Overview

The Washington Community Y Cornelia Day Child Care is a newly constructed (2017) building connected to Stewart Elementary School in Washington. The one story center was specifically constructed for childcare and is in a residential area of Washington. The Washington Community Y Cornelia Day Child Care Center has been in operation since the 1980's. The program was held prior to new construction in another building. The center provides traditional child care.

The center is owned and operated by Washington Community YMCA. The Director is Shalon Hoyle. Ms. Hoyle has a BS in Elementary Education and a BA in Speech and Hearing Science and 21 years of experience in child care centers. She has been the Director of this center since 2008. The center has two onsite supervisors who meets the 75 point requirement. Kelly Reeves and Samantha Frana are the OSS for the center. Both have the required number of points.

On 2/20/26 I made an unannounced licensing visit to the center and met with staff, OSS and Director Hoyle. Staff were actively engaged in providing childcare. The program consists of the following rooms plus a full kitchen, staff restroom and reception area.

OBSERVATIONS of the CENTER:

BABY LANE : BIRTH – 12 MONTHS

This room cares for up to eight infants. All staff in this room are over 18 years of age. Infant cereal and baby food are provided.

WALKER BOULEVARD: 1 YEAR – 2 YEARS

This room cares for up 8 toddlers. Children begin to develop daily routines including circle time, read aloud time and large and small motor skills. The program focuses on social development, self-help skills and language skills.

TODDLER COURT : 2 YEARS – 3 YEARS

This room provides developmentally appropriate programming for up to ten toddlers. Dramatic play, block play, sensory exploration, games, songs, movement and art are offered daily. The program is centered around changing themes giving children the opportunity to learn about customs, holidays, seasonal activities and much more.

CHILD CARE CENTER ANNUAL EVALUATION

TYKE TURNPIKE: 2 YEARS - 3 YEARS

This room is a mixed-age room of older two year old's and younger three year old's. This room may provide care for up to eleven children, with one teacher for every six children. Children in this group begin exploring print knowledge, ABC awareness, number concepts and writing. They continue to participate in dramatic play, block play, sensory play, games, songs, movement and art, based on changing themes.

LEARNERS WAY: 3 YEARS - 4 YEARS

This classroom functions similarly to a preschool room. Up to twelve children may be in this room. The children learn about the calendar, weather and days of the week during circle time. They explore changing themes through activity centers.

SCHOOL PRESCHOOL ROOM: This room is available on no school days and all summer. The school gym is being utilized instead of this room during the school year on school days. This room cannot be counted as part of capacity on school days..

All program areas were observed at that time. I also briefly met with other staff (office and room staff). 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. This room cannot be counted as part of capacity during the school year on school days.

An average of 60-70 children are served each day. All daycare and preschool services are offered year round. The Center serves children ages 6 weeks through 5 years of age.

Security is provided through a set of double entry doors and all visitors must check in at the front desk prior to entering the classrooms to ensure that only those authorized are able to gain access

The Center appears to have an adequate amount of equipment for the children including toys, games and activities that appear to be of high quality.

The center reports the following in regard to their learning philosophy: Creative Curriculum is their curriculum of choice. Daily schedules are posted in each classroom for Toddlers thru Preschool Age children. Monthly Curriculum Calendars are posted for Two's thru Four Year Olds.

Each room arrangement was neat and organized. The children have access to sink/toilets in a bathroom attached to each room. Hand washing posters should be hanging in each room. Room lighting consists of both natural light from windows as well as adequate interior lighting. All classroom and bathroom facilities were observed to be clean.

CENTER NUTRITION PRACTICES:

All meals and snacks are prepared by center staff in the center kitchen and catered to child care rooms. Posted menus indicate that minimum nutritional requirements are met. The kitchen is small but well equipped with new appliances and a storage pantry. WCCDCD participates in the CACFP program. Menus are posted and records indicate that minimum nutritional requirements are met.

Food storage appeared to be adequate in the kitchen area. Refrigerated items in the Center were also observed in the 2 refrigerator/freezer units in the kitchen area. The infant room had its own refrigerator/freezer. Thermometers were observed in every refrigeration/freezing unit.

Children dine at child size tables and sit in small chairs. After each meal, tables are cleaned with spray cleaner and then sprayed again to sanitize (allowed to air dry).

CENTER HEALTH AND SAFETY:

All medications are stored inaccessible to children. Children with any allergy has a physician signed allergy action plan on file. Each plan is posted in the child's room so staff is aware of how to respond to an allergic reaction.

CHILD CARE CENTER ANNUAL EVALUATION

Labeled First Aid Kits are stored inaccessible to children. First-aid supplies were sufficient to address minor trauma. All lower cabinets have locks (key).

I reviewed environmental testing and maintenance of necessary detection equipment. Radon testing was completed January 2024 with a level under 4 pCi/L. Radon testing is due every two years. The appliance inspection is current and is due annually. Carbon monoxide detectors are placed throughout Center. The detectors should be UL approved and plug in. Since the building is new a lead paint assessment is not required. The center is on city water. As a result, a private analysis is not required.

Safety regulations, and day to day policy and procedure were reviewed. Ratio was met and maintained in all rooms during the visit. Each child has a primary care card with their name, birthdate and picture on it. Each child is assigned to a specific staff.

A washer and dryer are in the kitchen where laundering is completed. Children do not have access to this area (cleaners, detergents, etc...)

Electrical outlets were adequately covered. Staff personal belongings were stored out of the children's reach.

Tornado and fire drills should be practiced and documented once a month. Observation of documentation indicated drills were practiced monthly with the exception of August and November 2024

Sanitation rules and compliance with rules were observed. Sufficient toileting articles and hand washing supplies were in each restroom.

Center staff are responsible for both the cleanliness of each individual classroom and all common areas. discussed Options for sanitizing and disinfecting can be further explored with IDPH CCNC. Cleaning supplies and other toxic material were out of the children's reach in classrooms.

Incident reports and daily sheets (Bright wheel) are documented and staff have been trained on how to complete each.

CENTER PLAYGROUND:

The center has a new fenced, shaded outdoor play attached to the side of the building. Equipment and surfacing in the area are new and meet standards. The Child Care Weather Watch is utilized to determine if outdoor play is questionable due to weather conditions. First Aid kits and emergency medication and contacts should be taken outdoors. Outdoor play area inspections are completed monthly with the exception of May 2025.

CENTER ADMINISTRATIVE RECORDS:

Creative Curriculum is utilized in the classrooms.

The center Director does an excellent job tracking child and staff files to ensure they are in compliance with all requirements

Child files are reviewed including: Current physical forms, school age health forms, immunization cards and annual file updates, dental and medical contact information and field trip authorizations. Immunization records were reviewed by Iowa Department Of Public Health. Incident and injury reports are written and kept on file. Copies are sent home with parents.

Staff files are reviewed annually including: current Iowa Criminal Background checks, fingerprints, physicals and required training hours in CPR/First Aid, Universal Precautions, Mandatory Reporting & annual emergency procedures training. The center employs staff under 18 years old. All under age staff are accompanied by an adult. Mandatory Reporting, Universal Precautions and CPR/1st Aid, as well as background checks and fingerprinting were reviewed. The Director keeps a tracking sheet and is typically up to date on most requirements .

Center compliance with regulations regarding required written policies provided to parents in the form of a handbook were

reviewed. WCYCDCC has a lengthy handbook, which has been edited as policies change. Child misbehavior is addressed by verbal encouragement of appropriate behavior, redirection, and PBIS. The center has a biting policy which is available in the Center handbook.

The center is in compliance with regulations regarding required notices and postings. Emergency numbers for Fire, Police, and Poison Control were posted as was the centers contact information. In the event of inclement weather or natural disaster, the Tyke Turnpike/Learners Way restroom are utilized. The infants and infant staff use the staff restroom. A main parent board contains a notice for handbook availability, the Center License are all posted in the lobby area near the reception desk where children are signed in/out each day. State consultant contact information, Mandatory Reporter notice and menu information were also posted. A No Smoking sign was posted both inside the Center on the wall by the both doors. Evacuation procedures are now posted by each door. Emergency plans are reviewed with staff at least annually. Staff have signed off that they read and understand the plan.

2. Identify Observed Strengths of the program

The building and outdoor play area are new.

The Director agreed to contact and engage with the new Child Care Nurse Consultant assigned to Washington County.

The Director consults with CCR&R when necessary.

The Director is qualified to train staff and other community members in CPR/1st Aid.

3. Identify the aspects that fall below the standard

1. 109.8(2): Ratio maintained in center as required: Brief absence of staff person permitted for 5 or less minutes when another staff person is present At least one staff is present in every room where children are resting. If ratio reduced to one staff per room during nap time, does not exceed one hour and ratio in center is still maintained. Ratio in infant rooms is always maintained. Ratio was exceeded the date of the visit when a staff member had 13 three and four year old children in the hallway. This exceeds ratio. The Director indicated this practice is no longer occurring since the vestibule is no longer used and children are going directly to the gymnasium from classrooms.

2. 109.10(14)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. Staff did not know the name or number of children assigned to their care. A three year old child was sent by the school the childcare. The child walked into the childcare office alone. The child was uncertain where to go. The school and childcare should have a transition routine in place so that children are not alone or unattended. The child was sent to a classroom. The preschool children stood in the hallway while other children used a one stool restroom after school. This occurs daily. Clipboards were present but staff stated they are not utilized and the children are not broken down into groups. Staff related they were in charge of the whole group, making it difficult to know names and the number of children assigned. The transition from the childcare to the school gym was difficult. School personnel stepped outside their office telling the group to quiet down. The Director stated staff are using Brightwheel to keep track of children. She indicated each OSS will be responsible for after school transitions and child supervision.

3. 109.11(1): The program room size shall have the following minimum square feet:35 square feet of usable floor space per child. This program lost a preschool room they were originally licensed for. The program has been told in the past hallways and entry ways are not countable as floor space. The school refuses to provide another room for children. The childcare then uses the hallway, which is very small and another entry way to hold children for 10-20 minutes daily. Staff report at times these children are still being sent to a classroom leaving the room over capacity and chaotic. The Director indicated this practice is no longer occurring since the vestibule is no longer used and children are going directly to the gymnasium from classrooms.

CHILD CARE CENTER ANNUAL EVALUATION

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

All staff should be trained on primary care groups and face to name supervision. They must implement these practices so that they know which children and how many children they are individually supervising. The after school transition period should be refined. An adequate classroom space must be given to the preschool age children after school. The Director stated the children may now go directly from classrooms to the gym. Hallways and vestibules are not counted as useable floor space or classroom space. HHS contacted CCNC Toni Krana and CCR&R Supervisor Jodi Norton and Consultant Emmeka Hawkins regarding helping the center implement this practice. They will work with OSS after school to assist with process and practice.

5. Special Notes/Recommendations

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to correct the item listed in Section IV. The Director gave me a verbal commitment that the noted rule violations would be promptly corrected. However, if supervision and ratio issues do not get corrected the program will be placed on a Provisional license or capacity decreased. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact your local nurse consultant. Iowa Department of Public Health Child Care Nurse Consultant Toni Krana works with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety policies, health programs, health of personnel, and specific child health or safety issues. CCNC Krana serves this center.

7-15-2024- onsite visit provided first aid backpacks to replace the ones currently on site.
10-8-2024- onsite visit to address possible tipping hazards, hazards identified and plan in place to correct.
10-28-2024- TA guidance provided on child with positive test for E.coli
11-5-2024-TA follow up with center and Washington Public Health Dept. for child with E. Coli.
11-6-2024- TA follow up on E. Coli
11-18-2024- TA child with salmonella guidance provided and coordination with Health Dept.
12-6-2024- Onsite visit to provide medication test out for 3 providers.
5-22-2025- TA follow up on boppy pillows in center director wanted information on use, was told that they are not to be used in childcare settings.

Since May 2025 the following has been provided:
6/23/2025 Guidance on positive E.Coli in center
06/25/2025 Guidance on additional cases of E.Coli, Rotovirus, and C-Diff
06/30/2025 onsite visit to go over sanitizing and disinfecting and to make some temporary changes till center is free from infectious diarrhea illness
07/03/2025 Guidance on child with g-tube and follow up E.Coli cases
11/20/2025 guidance on taking children's temps

HHS encourages you to contact Child Care Resource and Referral Consultant Tabitha Copeland. They offer centers assistance with meeting the HHS regulations, IQ4K, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Consultant Copeland visited twice this past year to read to the four year olds and also to work with the Director on IQ4K.

Tabitha Copeland was the consultant for this program up until Februrary. She provided the follwoing since May 2025:
5-14-25 email support to connect with community resources
9-3-25 email on grant funding options
9-10-25 call on funding options
9-22-25 email training support
9-24-25 on-site visit environments and funding options
10-17-25 email policy and IQ4K support
11-3-25 on-site IQ4K support
11-5-25 email IQ4K support

CHILD CARE CENTER ANNUAL EVALUATION

12-1-25 call IQ4K support
12-10-25 On-site IQ4K support
1-5-25 Call with Shalon HHS referral to assist with supervision
1-13-25 On-site support of program and observation of rooms
1-26-25 On-site to observe and support the afternoon PreK transition
Discussion that Emmeka Hawkins would be taking over as consultant has been on going since beginning of Feb. Emmeka is now consulting this program

The center has a new consultant Emmeka Hawkins as of Februrary 2026.. She provided the following: • 2.18.26: Co- Visit with Region 5 behavioral Specialist to observe 3 and 4 yr old classrooms.

Date: 03/11/2026

HHS Licensing Consultant: Jill Seibert

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**.