Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Mahaska Early Learning Program

Provider No.: 25017

Address: 1521 Green ST, Oskaloosa, IA, 52577

County: Mahaska

Director's Name: Meagan McCartie

On-Site Supervisor: Cheyenne Comstock and Nikki Clair

Phone Number: 6416767700

E-Mail: Meagan.Hugen@mahaskaymca.org

HHS Visit Date: 03/17/2026

Licensing Period: 08/01/2025 to 08/01/2027

Fire Inspection:

Date Inspected: 11/14/2025

Comments: due annually, performed by Oskaloosa Fire Department and State Fire Inspector

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 3

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:00 AM to 6:00 PM		
Tuesday	6:00 AM to 6:00 PM		
Wednesday	6:00 AM to 6:00 PM		
Thursday	6:00 AM to 6:00 PM		
Friday	6:00 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	32	28	65	50	175
Summer					0

1. Basic Overview

The Mahaska Early Learning Program is a newly constructed childcare center serving children infants to school age. It is located on the same campus as the elementary school in a residential area of Oskaloosa. The program also operates a summer school age child care program. The childcare center is owned and operated by Mahaska County YMCA. The director is Meagan Hugen. Ms. Hugen was promoted from on site supervisor of the Mahaska County Kids Korner site to Director of all Mahaska County YMCA childcare programs in 2018. The center has multiple On Site Supervisors. Ms. Hugen is typically present in the building as is OSS Campbell. OSS Campbell was an onsite supervisor for Head Start for almost 2 years prior to taking this position 11 years ago. Other OSS are Nikki Clair (has held this position since 2022). Cheyenne Comstock has been an on site supervisor for the program since August of 2022. Abby Brees is also an OSS. She began this position in December 2024. She has worked in the center since 2019.

Summer care is provided for school age children. The rooms utilized for this program are 4-year-old SWVPP during the school year. The building is shared by SWVPP programs provided by the Oskaloosa School District and Mahaska County Head Start (serving 3-year-old children).

On 3/17/26 I made an unannounced licensing visit to Mahaska Early Learning Program and met with Director Hugen, Kaye Betz and Alli Crill (Office Managers). On Site Supervisor Campbell was in ratio and it was nap time. At the time of the visit, staff were actively engaged in providing the full day child care program to the children. All program areas were observed. 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.

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Center Nutrition Practices Observed:

Meals are served family style in the cafeteria. The kitchen staff for the Y prepare meals for this program and a Head Start program also utilizing the building. The kitchen is across from the cafeteria and contains newer equipment, sufficient storage for center food, and sufficient dish washing capacity to accommodate a program of this size.
Posted menus indicate minimum nutritional requirements are being met. The program is participating in CACFP. If children have food allergies kitchen staff are aware and have diet modification forms and allergy action plans.

Center Health and Safety:

The center administers prescription and non-prescription medication in accordance with licensing regulations, physician directions, and parental consent. The center currently has appropriate documentation for medication or children with allergies. We reviewed compliance with regulations regarding staff and child hand washing, storage and maintenance of a first aid kit, emergency plans and drills for fire and tornado, environmental testing and the maintenance of any necessary detection equipment, and general regulations regarding safety and sanitation policies and procedures.

Carbon monoxide detectors are present. Radon testing was conducted in February 2023. Testing indicated levels under 4 pCi/L. Updated testing is due every 2 years. The program is now exempt from lead-based paint assessments since the new building was constructed after 1978.

Ventilation and lighting are adequate, however windows cannot be opened. The center meets the rule stating 1 restroom for 15 children. Each restroom is equipped with ventilation.

The program is secured by a locked door. Parents must ring a door bell and be buzzed in. Ratio was met and maintained throughout the visit. Staff supervised assigned children.
The program has access to a gross motor area down the hall from the classrooms. The area has attached restrooms.

Safe Sleep rules apply to any child under age 1.

Center Playground:

The center has a new fenced outdoor play area immediately beside the center. The area features commercial climbing equipment. Shade is provided by trees and the building. The Child Care Weather Watch is utilized to assess whether outdoor play is appropriate due to questionable weather conditions. The CCNC may conduct an Injury Prevention Checklist. The center also has a large indoor gross motor area accessible to children throughout the day. Children must have 75 square feet of space each when engaged in gross motor activity indoors or outdoors.

The center typically documents outdoor play inspections monthly per my observation of such. All have been completed the past year. First aid kits, emergency contacts and emergency medication are taken outdoors with the classes.

Center Transportation Arrangements/Field Trips:

The center does not provide transportation. Walking field trips are not being taken at this time. Groups may take walks around campus which is not considered a field trip. If classes choose to walk around campus emergency contacts and medications are taken along.

Center Administrative Records:

Child misbehavior is addressed by redirection, positive reinforcement of appropriate behavior. The center is in compliance with regulations regarding required notices and postings and required written policies provided to parents in the form of a parent handbook.

Staff and child records were examined during this inspection. Staff and child records are mostly complete and well organized. Staff physicals are behind for six staff. Mandatory Reporter training and professional development hours are up to date.

Age appropriate curriculum is utilized daily. Lesson plans are available for review. Child physicals and immunizations are

kept by Kaye Betz. Medical and dental information, pick up authorizations and emergency contacts are present. The center is working with parents to ensure updated physicals are acquired as they near expiration.

Emergency Preparedness training is due annually and has been completed for the new site. The center has a thorough Emergency Preparedness Plan. Staff signed and date acknowledgement of training on the plan.

2. Identify Observed Strengths of the program

The center is large enough that at least 1 floater should be present during program hours at all times to give staff breaks. Either and OSS or the Director are present to ensure this occurs.

Center violations and complaints have decreased since Ms.Hugen has directed childcare programs for the Mahaska YMCA.

The center has support from the Mahaska County YMCA.

3. Identify the aspects that fall below the standard

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: 6

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. Staff should be positioned so they can see each child napping. One room was too dark and had several children. The room is large and all children could not be observed by staff. This room has been in violation in previous years for the same.

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

5. Special Notes/Recommendations

The correct email for the program Director is now Meagan.Hugen@mahaskaymca.org.

Based upon this review, it is recommended that this center remain in Full licensing status. The center is directed to correct the items listed in Section IV. The Director gave me a verbal commitment that the noted rule violations would be promptly corrected. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

IHHS encourages you to contact your local nurse consultant with IDPH. Child Care Nurse Consultants work 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. Jamie Crouse is the Child Care Nurse Consultant (Iowa Department of Public Health) in cooperation with the American Home Finding Association who serve this center. The center is responsible for contacting Ms. Crouse for consultation regarding health and safety issues such as hand washing, outdoor play area regulations, toppling or tipping hazards, etc....

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CCNC Mary Mikulecky reported the following services being rendered in early 2025:
Child record review- Training 20 files
20 files --- follow up month later
Immunization delivery- multiple
Medication admin skills test out- (multiple different times)
Epi pen training

TAs-
Medication admin
Special needs care plans- all plans with review
Care plan compliance
Hearing screen consents
Immunization requests
Requesting epi training and what it entails.

The program has a new CCNC Kelsey Stookesberry. In October she provided 3 separate technical assistance emails and calls around hand foot and mouth, insects, and skin infections. She observed and provided education to children and staff in the 4 year old room for handwashing on October 8, as well as did a child health record check up on October 27. She visited in December on the 22nd reviewing files and looking at care plans for children with special needs, she provided immunization records and did an immunization review on March 3. I do have visits scheduled in the upcoming months as well.

IHHS recommends the center consult with Child Care Resource and Referral. They offer centers assistance with meeting the HHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Please visit the following website for more information: http://www.iowaccrr.org. Your Consultant is Karen Lauer. She is available to assist with questions or concerns related to curriculum, supervision, transitions, behaviors, etc...

Consultant Lauer provided the following information on what CCR&R has provided the past year.
TA's: 36 (topics: Business Policies & Practices, Support Licensing, IQ4K, Training Consultation, Refer Support to Other Program and Quality Improvement Plan)
Visits: 6 (topics: IQ4K, Training Consultation, Business Policies & Practices and Safety)

The proactive approach the Director takes in working with CCR&R, IDPH and PBIS is evident with the low number of violations.

TARGETED ASSESSMENT:

The Director and I spoke about behavioral response strategies and techniques. All staff are trained when they first start on behavior management strategies. They also take PBIS classes to ensure they are trained and have behavior strategies to use in the classrooms. We talk a lot in staff meetings about being overwhelmed and frustrated and what can we do to calm ourselves down. Staff are also encouraged to call and ask for a break if they need one. We monitor these skills by talking monthly at staff meetings and checking in frequently with staff. We also have a mental health room that staff can utilize during the day if needed.

Date: 03/30/2026

HHS Licensing Consultant: Jill Seibert

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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**.