Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Washington Y Kids

Provider No.: 51125

Address: 520 W 5th ST, Washington , IA, 52353

County: Washington

Director's Name: Shalon Hoyle

On-Site Supervisor: McKenna Woods, Melissa Wagler, Marshel Williams

Phone Number: 3196533315

E-Mail: ykids@washingtony.org

HHS Visit Date: 02/20/2026

Licensing Period: 08/01/2026 to 08/01/2028

Fire Inspection:

Date Inspected: 10/25/2024

Comments: due every 3 years per Washington Fire Department, Mark Chenoweth

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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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
- [ ] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General				50	50
Summer					0

1. Basic Overview

Washington Y Kids is located in the outer lying neighborhoods of Washington. The program is located in the newly constructed YMCA. This is the first year the program has been in this location. It was formerly operational in the former YMCA in the business district of town and prior to that Stewart Elementary School. The center provides before and after school and summer child care services to school age children. The center is owned and operated by Washington Community YMCA. The program director is Shalon Hoyle. Ms. Shalon Hoyle, Director of another licensed Y childcare program in Washington offers support and consultation to the program. I met with Ms. Hoyle earlier in the day at another program. Ms. Hoyle also directs Washington Community YMCA affiliated camps in surrounding communities as well as childcare for the Y program attached to Stewart Elementary. Ms. Hoyle has a BS in Elementary Education and a BA in Speech and Hearing Science and 19 years of experience in child care centers. She also directs the sister center to this since and has since 2008. This site has three available OSS. Marshel Williams is an approved on site supervisor for this program (October 2024). Melissa Wagler was appointed OSS in October 2025. Mckenna Woods can also serve as OSS. Director Hoyle was at this site shortly before I arrived, but was not present during the visit.

In the past and again on the 2024 visit I spoke with Amy Schulte, CEO, YMCA of Washington County, Angela Goodwin-Marketing & Fundraising Director, Shalon Hoyle, Child Care Director of the main Y Childcare site and this program.

An unannounced licensing visit was made on 2/20/26 to the center. All program areas were observed at that time (after school transition and routines, including hand washing snack and restrooms). 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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The program consists of two classrooms and a full-size gym. The game room and lobby are also utilized. One classroom doubles as a conference room for the YMCA. The other room is a classroom with an attached restroom. Both rooms and the gym are on the first floor of the building.

Center Food and Nutrition:

The center participates in the CACFP program. Menus are present and meet requirements. On no school days children bring a sack lunch when school lunch is not available. Snacks are prepared on site. The refrigerator where food is stored contains a thermometer. Children with food allergies have allergy action plans on site. All staff supervising the children with allergy action plans or other special health care plans should be trained on the plans. Refrigerators contain thermometers. Food waste containers were covered. Children should wash hands prior to eating snack and lunch.

Center Health and Safety:

This facility serves school aged programming. The program shares the building with other YMCA members. In visits past administration and I discussed options to create a plan to minimize/eliminate ratio and capacity issues. Maintaining ratio and capacity due to the ongoing needs of the students is considered daily. The center employs staff under 18 years of age. Substitutes may not be pulled from the YMCA without required training.

Radon testing, annual fuel burning appliances inspection and carbon monoxide detectors are not required since this program serves school age children only. Since the building was constructed in 2000, lead based paint assessment is not necessary.

The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. Children are to be supervised at all times. Children should not be allowed to leave the room without supervision. This has been discussed multiple times with program administration. Children should be monitored outside the restrooms when in use since other YMCA members are also utilizing the restrooms.

It should be noted, the Director is responsible for overall functions of the center, supervising staff, designing curriculum, and administering programs. Shall ensure services are provided for the children within the framework of the licensing requirements and the center's statement of purpose and objectives. Has overall responsibility for carrying out the program and ensuring the safety and protection of the children.

Tornado and Fire drills were reviewed. They must be conducted monthly.

Children with allergies have Allergy Action Plans available on site. Medication is stored per regulations, except that when children move room to room throughout the building emergency medication should follow the child. Emergency medication and other medication have the pharmacy label intact. CCNC Krana may be consulted on any health care plans or medication issues.

Children may also access a full-sized walking track. This area and the gym area accommodate 75 square feet of space per child during gross motor activity. Rooms have capacity guidelines of 35 square feet of usable floor space for each child. The lobby and game room are now added as useable child care space. The Conference Room or Multipurpose Room has capacity for 36 children. Y staff are aware of capacity for each room.

Children must wash hands prior to eating snack. Postings for handwashing are in all rooms the center utilizes. Hand Washing posters have been placed above the sinks.

Center Outdoor Play Area:

An outdoor play area is accessible to the program. Currently the area is a large green space on the east side of the building. Children are aware they are not to go near the street. Children should be kept in groups so that close supervision can be achieved by each staff member. The Childcare Weather Watch should be consulted on days when outdoor play is questionable due to varying weather conditions. Outdoor play are inspections have been completed monthly.

Center Field Trips and Transportation:

The Y transports children. The vehicle should have annual inspections completed. An inspection was completed over the

summer. It contains a first aid kit and emergency contacts for all children are taken on each trip or transport. Each child's parent have completed field trip authorization forms. Ratio for field trips must be followed.

Center Administration:

Age-appropriate curriculum should be utilized daily.

The center contains all required postings including Mandatory Reporter, No Smoking signage, Center License and Consultant Contact information/complaint number.

Director Hoyle monitors staff and child records and has a tracking system in place. Iowa SING checks and fingerprint results were reviewed. Professional development training and Essentials, CPR/1st Aid, Mandatory Reporter training and staff physical requirements were reviewed. All staff working in this site were not in IPOWER. We discussed adding each staff working at this site. The Director stated

A folder contained Child Health Statements signed by parents for all children enrolled.

The program has a handbook and an Emergency Preparedness Plan containing all required policies. Staff have been trained annually on the EPP. They sign and date acknowledgement of such.

2. Identify Observed Strengths of the program

YMCA programs are supported by the YMCA.

3. Identify the aspects that fall below the standard

1. 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 were not aware of name or number of children assigned to their care. The OSS is working on a plan to split children up and assign them to a group and a specific staff person.

2. 109.11(1): The program room size shall have the following minimum square feet:35 square feet of usable floor space per child. Rooms with cribs have 40 square feet of space per child. Staff reported children meet daily in the classroom putting the room over capacity. This has been a conversation with HHS and administration since the program opened. Y administration was also present. The OSS discussed capacity for the rooms. She agreed to hang capacity signs in each room.

3. 109.7(1) All staff (within first three months of employment):
Iowa's training for the mandatory reporting of child abuse.
At least one hour of training regarding universal precautions.
Certification in First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.
Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute, or MEDIC First Aid or an equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.
Minimum health and safety trainings, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed.

109.7(2) Center directors and all staff have the required contact hours of training.

Staff from the YMCA may not step in to help unless they have updated training and background checks.

4. 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.
When more than eight children are present on the licensed premises, at least two staff members shall be present.
For a period of two hours or less at the beginning and end of the center's hours of operation, one staff member may care for eight or fewer children, provided no more than four of the children are under two years of age and there are no more than eight children in the center.
Ratio exceeded for school-age children when school classes unexpectedly start late, are dismissed early, or cancelled. For no more than four hours, care is limited to children already in the program and licensed capacity is not exceeded.

The program is over ratio 5 to 10 minutes or more every day. The OSS has interviewed a potential candidate that can be present daily so the center will no longer be out of ratio.

OSS Melissa Wagner and HHS discussed an ongoing plan to remedy these issues again on 3/13/26..

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 daily schedule should be refined so that capacity, ratio and supervision are easily achieved at all times. 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 continue compliance throughout the year. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period. If the program is not able to correct ratio, capacity and supervision issues capacity will be decreased.

IHHS recommends the center consult with Child Care Resource and Referral on a continual basis. 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. Please visit the following website for more information: http://www.iowaccrr.org/who_we_are/region_5. CCR&R can make many suggestions and help implement changes.

Jodi Norton with CCR&R provided consultation in person after the DHS visit in 2021 and made recommendations as well as providing other information and training via email. On 7/15/21 she sent an email reporting the following, "Discussed supervision and ration with Director-Tamera. She stated that she understood supervision and ratio and the staff were not following the rules; they have a staff meeting scheduled that evening to discuss. I asked to see the classroom in relation to the water fountain and bathroom as that is where the supervision issues occurred. Tamera stated that one staff stands outside the classroom door while the other walks down the hallway so children are supervised at all times. While we were standing there, a child left the room and walked around the corner to fill his water bottle. No staff left the room with the child or made any indication that they had observed him leave. I asked Tamera about it and she stated that they did it because she was standing right there. I pointed out that not only had the staff not said anything to her about a child leaving the room, but Tamera also had not moved to supervise the child and he was around the corner out of site. I provided guidance to all of the staff and reminded everyone that unless children are using the restroom, they should be within site 100% of the time. Provided CFOC Active Supervision and followed up by emailing BKK Supervision training." The Director reports all supervision issues have been remedied the past year.

Consultant Copeland sent an email on 3/6/23, including all resources she gave the program including instructions for face to name supervision and primary care groups. She stated,

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"I have sent her some questions and information on how the use of the direct care cards is done throughout the day and in different areas of the program. I resent the direct care information and will work with the and staff on using it to better meet the program needs if she will let me.

I have also strongly suggested and will work with her and staff on doing Name to Face roll calls before and after transitions since they use so many areas and tend to transition a lot.

I have included both these sheets here and hope that after my next visit I will have other resources like training videos to share with her.

Thank you

The following services were provided to the facility the past two years.

CCR&R Consultant Tabitha Copeland reported the following in 2024, " Cindy Heck, another consultant, and myself went to Washington Y Kids to observe and speak with Tamera on March 1st from 3-5 p.m. We observed the children arriving, getting snack and then transitioning to outside play. While there we did see Tamera and staff using a direct care system like the one she sent us a picture of. They were in ratio and staff did maintain supervision at all times that I saw. In fact, I do have to say that during outside play the staff did an excellent job of spreading out, watching the whole area and maintaining constant supervision. It seemed very natural and normal for them and I was impressed at the level of attention they had over such an extend time outside.

I was unable to see them transition to restrooms or the other rooms that she uses for care at the YMCA.

I am going to speak to her on the phone about transitioning ideas, some ways to make the direct care she seems to be using function better in her space as she was busy and it did not allow for an in-depth talk about ideas. She also asked about trainings to help her staff deal with bullying behavior that I will work with her with. She cooperative with us there,, everyone was pleasant and seemed cooperative. I plan to do at least 2 more visits this spring and at least one of those on a Friday when the program is there longer. Please call me with questions if need be."

August 2024 general info on iPower and seeing if Melissa Wagler would qualify as Director or OSS

Oct 2024 attempt to reach

Nov 20 2024 Met with Melissa to discuss the training she needed to complete including essentials at that time and others to meet basic staff requirements. Needed more experience to be OSS or director. Went over general HHS requirements and posting things. staff ratios etc.

1-7-2025 attempt reminding Shalon the program licensing was 6 months out and an OSS needed identified if she was not at the program daily for 6 or more hours

1-17-2025 met with Melissa Wagler and Marshel who was hoping to be OSS, recommended that OSS paperwork be sent to HHS and role be requested ASAP since the program had not had a OSS on record for awhile. General training info and other things covered for staff and ratios

2-25-25 OSS identified

7-28-25 discussion with Shalon about trainings and other things for program compliance

7-29-25 sent training info at Melissa's request and offered visit. no visit date yet confirmed

Washington Y BASP

1-17-25 on-site to meet Melissa Wagler about meeting OSS requirements and to observe at Melissa's request the arrival of children along with several transitions and snack to ensure general program practices meet HHS requirements.
2-25-25 Data update OSS identified for program and approved by HHS
3-28-25 Discussion with Shalon, director, about trainings needed for staff and iPower functions
7-29-25 Emailed with Melissa Wagler on what is needed for her to be SS and discussion on trainings and supports given where the HHS approved trainings list, several online anytime trainings that would benefit her in OSS role .
8-13-25 call to discuss trainings and progress toward goal of Melissa being OSS, went over OSS worksheet
9-5-25 Support around child behaviors and classroom management. General discussion on policies and program responsibilities supported by COMM 204

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9-11-25 call to discuss policies and behavior supports
9-17-25 call to discuss progress and requirements for Melissa to meet OSS. Discussion /supports from COMM 204 behavior guidance allowed by HHS to provide to parents and staff
9-22-25 email from Melissa on progress to meet OSS
10-3-25 LEEAD training information discussed and provided via email
10-31-25 Melissa Approved as OSS
12-10-25 discussion with director on program goals
1-6-26 Emailed to offer support for HHS binder and other HHS inspection items

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Serving 19 Counties

Funding provided by the Iowa Department of Human Services through the Child Care Development Fund
Facebook | Twitter | Instagram | YouTube | News | Training"

The program has a new consultant, Emmeka Hawkins.

HHS recommends Director Hoyle continue contact Child Care Resource & Referral so Consultant Hawkins may assist with the continued future compliance. IDPH Child Care Nurse Consultant Toni Krana is also available for consultation in health and safety matters.

IHHS encourages you to contact your local nurse consultant with IDPH on a continual basis. 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.

Child Care Nurse Consultant Toni Krana visited the center in February and provided guidance on hand washing and supervision and ratio issues. She stated" An unannounced visit on 02/24/23 was completed arrived at 1400 children and providers were in gym at a ratio of 25/3. On arrival 1 provider was sitting on the bleachers with 3 girls doing hair and was not actively watching the other children that she was assigned to. 2 other providers were actively watching the children in the gym. The children then transitioned into the community room for snack. For transition the children all lined up but there was not a check by each provider to make sure all the children they were assigned to were in line. The children did not do any hand washing/hygiene before snack or after. I did address this with Director Tamera Alexander, she stated" I know we are supposed to do it but we don't". I explained to her that it was not an option, this was a health issue and could cause illness in both children and staff. Recommended that she could use hand sanitizer for children that's hands were not visibility soiled, but the best practice would be to have the children wash their hands with soap and water before and after a snack. I will plan to make another unannounced visit the month of March to see if hand hygiene is being completed, and to see if supervision of children has changed after CCR&R provided some addition education to staff.

The program has not utilized CCNC Krana the past two years.

Thank You,
Toni Krana RN, CCNC
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HHS recommends the Director and OSS invite Consultant Krana to the program.

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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**.