Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Mahaska YMCA After School Program

Provider No.: 25021

Address: 1801 Orchard Ave, Oskaloosa, IA, 52577

County: Mahaska

Director's Name: Meagan Hugen

On-Site Supervisor:

Phone Number: 6416767700

E-Mail: meagan.mccartie@mahaskaymca.org

HHS Visit Date: 03/17/2026

Licensing Period: 12/01/2024 to 12/01/2026

Fire Inspection:

Date Inspected: 06/21/2023

Comments: conducted by SFI

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		3:00 PM to 6:00 PM	
Tuesday		3:00 PM to 6:00 PM	
Wednesday		3:00 PM to 6:00 PM	
Thursday		3:00 PM to 6:00 PM	
Friday		3:00 PM 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				125	125
Summer					0

1. Basic Overview

Mahaska County YMCA After School Program is located in the cafeteria at Oskaloosa Elementary School in Oskaloosa. The Y in partnership with the Oskaloosa Community School District have partnered to provide an after school program and funding from United Way of Mahaska County. The school is newer, and large, housing all previous elementary school grades held at various and now closed elementary school in Oskaloosa. The program is currently being held at the childcare building.

The center provides after school child care services to school age children. The center is owned and operated by Mahaska County YMCA. It operates in the Oskaloosa Elementary School building during the school year and the Mahaska County ELC in summer months. The Director is Megan Hugen. Director Hugen holds a BA in Elementary Education and has worked in the Mahaska Y program since 2020. She is also Director of the Mahaska Early Learning Center.

On 3/17/26 I made an unannounced licensing visit to Mahaska County YMCA After School Program while the program was in session, and met with childcare staff. At the time of the visit, staff was actively engaged in providing the after school childcare program to the children. I visited the program in February as well but children were not present at the time. 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.

Hours of the Program are: the end of school until 6 p.m. and all day summer hours

Parents may choose to register for full-time or part-time care in the program. The after school program is licensed by DHS

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to care for up to 125 youth. Four staff are scheduled for the program daily and a 5th staff can be called over from another Y program if more children are present. The local college William Penn University also provides staff for the program through a work study.

The program goal is to follow a 1:15 ratio for children ages 5 and up. The YMCA staff meet the children at the school with snack and various activities prepared. These include various fine motor activities, planned gross motor games to play in the gym, and character developing topics to discuss. Individual and small group tutoring is also available to help students with homework.

Scholarship opportunities are available for children with academic and/or financial need. HHS Child Care Assistance is accepted. Parents may also choose to register for full-time or part-time care in the program. Children receiving grant-funded scholarships are required to attend four days weekly until at least 5:15 pm. More general information about the program hours are: No-School Days are held at the The new Mahaska Early Childhood Center from 6am to 6pm. Around 60 children are present each day.

Program Activities include:
Snack
Recess
Tutoring/Homework
Enrichment Programs
Enrichment Clubs
Monthly family night activities

Program Observations:

The center is located in the school cafeteria, a large, open area equipped with tables and chairs. The school provides telephone and storage facilities for the center. The center provides a variety of games and activities for the children. The program provides opportunities for both active play (in the school gymnasiums or playground) and quiet activities or study (library). The activity program is largely comprised of child selected activities. In summer months children utilize the Mahaska ELC building on the same campus. They take many field trips- and have a variety of activities scheduled.

Center Nutrition Practices Observed:

The center serves a snack to the children. Snack menus indicate minimum nutritional requirements are met. Menus are on file. The program have their own cups and bowls that help staff with portion control according to CACFP guidelines. No food was stored on the floor and no expired food items were present.

Menus are posted. Menus should be planned 1 week in advance, made available to parents and kept on file with substitutions noted.

Center Health and Safety:

Prescription and non-prescription storage and documentation of medication were in accordance with licensing regulations, physician directions, and parental consent. All prescribed medication should have a pharmacy label intact. All Allergy Action Plans are present with staff in the First Aid Kit so they know how to respond if an allergic reaction occurs.

A first aid kit is on site containing basic items to perform first aid. A mobile kit is taken outdoors or on activities. First Aid Kits should be kept out of the reach of the children at all times.

School maintenance staff perform required environmental testing and maintain any necessary detection equipment. Radon testing is not required as this program serves school age children only. The school is on city water, therefore water analysis is not required. The building was constructed in 2005 so a lead paint assessment is not required. Ventilation is provided by windows and a forced heated and cool air system. I noted adequate ventilation and temperature. Light is provided by fluorescent ceiling lights and natural light from windows on the north wall. The annual fuel burning appliances inspection is best practice and is not required. Carbon monoxide detectors were not located in the gymnasium area. A UL approved plug in carbon monoxide detector should be placed in the program area for best practice. Since this program serves school age children only environmental testing is not required.

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We reviewed general regulations regarding safety and sanitation policies and procedures. Emergency plans and drills for fire and tornado were documented monthly.

Trash receptacles for food waste should be covered. Staff are using school provided cleaners for sanitizing table surfaces (Peroxy 4d). We discussed the sanitizing process. The school janitor assists with disinfecting issues. During the summer they use Oxivir TB.

Rules of hand washing are: Staff wash their hands upon arrival at center. Staff wash their hands immediately before eating or food service activity. Staff wash their hands before leaving the restroom with a child or by themselves. Staff wash their hands before and after administering non-emergency first-aid, unless gloves are worn. Staff assist children in personal hygiene sufficient to prevent or minimize transmission of illness/disease. A separate cloth for washing and rinsing is used, if needed, for children with disabilities. Children wash their hands immediately before eating or food service activity. Children wash hands in the restroom areas outside of the gym.

Children are broken up in groups and assigned to certain staff members. Each staff member has a group of children they are responsible for. Supervision practices were changed in November ensuring staff walk children to the front door and parents meet the staff and child at the front entrance to the school at pick up. A complaint came in March 2024 on supervision. Staff were not following previously defined groups and schedules for supervision. Director Hugen indicated in August 2024 the children are broken up into groups and participate in separate activities so that staff can easily supervise the children assigned to them. If one staff is answering the phone coordinating pick up they cannot be considered in ratio.

CCNC Jamie Crouse conducted a Health and Safety Checklist indoors and outdoors in the fall 2023. Very few areas were identified needing improvement. She recommended the sign in process should be improved and a new first aid kit checklist should be added to kits. She indicated curriculum should be improved. These were sent to Morgan Holle, and Director Holle returned an Action Plan to correct the noted areas.

Center Playground:

The center utilizes the large elementary school playground for outdoor play. The outdoor play area is equipped with new climbing toys and surfaced with wood chips of inadequate depth. Climbing equipment is newer. No safety hazards were observed on any of the equipment, but snow and ice cover made it difficult to observe all areas. The outdoor area is not fenced but is a considerable distance from any roadway or other obvious hazard. The area also lacks natural shade although some shade is provided by the play structures themselves. If temperatures are too hot in summer months the school gym is utilized instead.

A playground inspection form had been completed for most months per my observation. The center should utilize the Child Care Weather Watch if outdoor play is questionable due to weather conditions. A first aid kit should be taken outdoors.

Center Transportation Arrangements/Field Trips:

During the school year the children stay at the school after the school day is over and are picked up by parents a few hours later. At times the children are able to go to the Y to swim. During the summer months field trips are taken frequently and ratio followed. The Child Care Weather Watch is observed on days where weather conditions are questionable for outdoor play. First aid kids and emergency contacts and medications are taken on field trips.

Center Administrative Records:

Child misbehavior is addressed by Positive Behavioral Supports interventions in cooperation with the same disciplinary approach as that of Oskaloosa Elementary School. The center adopts the individual intervention plans provided by the school. This approach stresses problem solving techniques, building of social skills, verbal encouragement of appropriate behavior, and redirection. Short, time out periods of age appropriate length are used only as a last resort.

All required postings including the center license, mandatory reporting information and licensing consultant information were posted since the program has been utilizing the main childcare site this year (Mahaska ELC). This information is kept in a binder. Emergency numbers such as the program address and phone number, poison control, fire, etc. is typically posted on the door in the on-site supervisor's room. They are also kept in the First Aid Kit. Emergency evacuation

diagrams should be by the doorways. Child allergies were posted in the closet. Each child must have an Allergy Action Plan signed by a physician.

Staff record tracking are typically kept by Kay Betz housed in the Mahaska County YMCA ELC site. Professional development and training hours are typically reviewed annually. Information reviewed are Iowa Criminal Record checks (2 years), Fingerprints (due every four years). Also reviewed are CPR/First Aid training (due every two years), updated professional development training, due annually. Mandatory reporter training is due every five years. Updated staff physicals are due every 3 years.

Child records are reviewed annually. Child records included pick up authorizations, emergency contacts, field trip authorizations and a physical health statement. It should be noted that Ms. Betz has a history of being an excellent record keeper for both staff and children. It is very rare that staff or children are out of compliance for program requirements monitored by Kaye Betz. This is duly noted.

Iowa Professional Workforce Registry (i-PoWeR) is an online tool where child care professionals can locate and enroll for Department of Human Services (HHS) approved professional development. To access and enroll for Department of Human Services (DHS) approved professional development opportunities, please see the website.

Incident reporting forms were thorough and complete. I reviewed curriculum.

Required written policies provided to parents in the form of a parent handbook were reviewed. The handbook contains a limited access policy, as well as a biting policy. The program on site supervisor developed an Emergency Preparedness Protocol for this program this past year. Staff are trained annually on such. The EPP is currently housed at Mahaska County ELC since programming is held there in the summer. All staff have been trained on the EPP specific to the After School program per my observation of documentation

2. Identify Observed Strengths of the program

The center sends a monthly newsletter to parents.

Information on the program can be found at: http://www.mahaskaymca.org

The program may access consultation services through Child Care Resource & Referral (CCR&R), Early Childhood Iowa (ECI), ISU Extension, and the YMCA of the USA to support quality initiatives.

3. Identify the aspects that fall below the standard

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

5. Special Notes/Recommendations

The program Director and OSS may access Child Care Resource and Referral Consultant Karen Lauer and Iowa Department of Public Health Child Care Nurse Consultant Jamie Crouse.

CCR&R is available to assist child care providers. Child Care Consultants provide on-site consultation to licensed preschools, and centers. Child Care Resource & Referral (CCR&R) has a Child Care Center Handbook to help centers navigate through the licensing process. The handbook is a helpful document for centers that gives information on CCR&R,

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staff to child ratios, training, Child and Adult Care Food Program (CACFP), parent referrals, child care assistance, Quality Rating System (QRS) and more. CCR&R provides training and consultation services that support the child care provider's ability to achieve and maintain regulatory status in good standing and work to achieve and maintain performance at higher quality levels in IQ4K. .

CCR&R offers low- or no-cost training designed to help early childhood professionals meet registration requirements and become more successful in developing skills for working with children and families. Consultant Karen Lauer is the program Consultant. She visited the program in March after the complaint. Consultant Lauer provided the following in 2024/2025 year: 7 TA's (Topic: Refer support to other programs, Environments, Support Licensing, IQ4K and Business polices & practices) and 3 Face to Face visits (Topics: Business Policies & Practices, Environments, Safety and IQ4K

The past year she provided the following: TA: 4 (Topics – Support Licensing, Training Consultation, Refer/Support to Other Programs, IQ4K)

Child Care Nurse Consultants (CCNC) are Registered Nurses who provide on-site consultation, training, and technical assistance to early childhood care and education providers. Child care and early education businesses may call or send questions to a CCNC about health and safety policies, health programs, health of personnel, and specific child health or safety issues. The center has a new CCNC. It is recommended they invite her to the program. CCNC Mary and Meagan have collaborated on yearly planning, record reviews, immunization audit, etc...

CCNC Mikulecky reported providing the following in 2025 Four visits- consisted of child record review and follow up-immunization request delivery, as well as a visit to schedule out the yearly visits.
4 TA's- regarding bounce houses/slides during summer time, medication administration course/test outs and immunization request

The program has a new CCNC Kelsey Stookesberry. She offered services on October 27 and did the child health record check up on February 2. She has visits scheduled in the upcoming months.

Date: 03/19/2026

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**.