Iowa Department of Human Services
CHILD CARE CENTER EVALUATION AND RECOMMENDATION FOR LICENSE

Name of Center: Dubuque Childcare Center, LLC **Enrollment:** 107 **License ID No. (Reapplications)** 39824

Street: 3074 Cedar Crest Court **City:** Dubuque Iowa **Zip** 52003 **County:** Dubuque

Mailing Address: 7509 N Main St, East Dubuque, IL, 61025

Director's Name: Melanie Ricke **Phone Number:** 563-556-0943

On-Site Supervisor(s): Mackenzie Sertle **E-Mail:** melanieric ke@yahoo.com

Date(s) of Visit: 02-24-2017, 06-21-2017

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** **Administrative Change**

LICENSING VISITS

X **New Application** **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 12-15-2016

FIRE INSPECTION **State** X **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 02-24-2017

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	72	20	39	16	147
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2017 to 02-01-2019
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate, MSW **Date:** 06-27-2017

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

This new center was initially visited on 2/24/17 and given permission to open without a license effective 2/27/17. The unannounced first licensing visit took place on 6/21/17. This center is for profit, owned and operated by Melanie Ricke. It is noted that this new site replaces the location previously owned and operated by Melanie. That location closed when this location opened. Melanie also owns a child care center in Illinois. Melanie is the center director but has named Mackenzie Sertle as the on-site director since Melanie is not always present at the center. Mackenzie is director qualified with a bachelor's degree in elementary education and several years of child care center experience, including three years working at the previous site location. This center serves children age infant through school age. School age children only attend on non-school days. The center does participate in the Iowa Voluntary Preschool Grant program.

The center offers the following program rooms on the main floor: older toddler room (18 months to two years), young toddler room (14 months to 18 months), infant room (non-mobile infants), and transition room (mobile infants, 6/8 months to 12/14 months).

The center offers the following program rooms on the second floor: twos room, threes room, fours/fives room, and school age room.

Program rooms generally appeared clean, organized, and with plenty of accessible materials to support program needs. Program rooms include adjacent restroom areas (some shared between rooms), diaper stations (for rooms needing these), and sinks within the program room as well. All program space was observed.

The center does participate in the CACFP and serves breakfast, lunch, and snack. The center employs a cook, and food is prepared on site in the center's kitchen.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center is a brand new facility done well and designed specifically as a child care center. The program rooms are large and nicely furnished to meet program needs. Program rooms are bright with windows. The staff were observed to be highly engaged with the children in all program rooms. The center has a QRS rating of three stars through 9/17. The center does participate in the local AEA program where materials and books can be borrowed to supplement program activities.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

109.4(3)b: Postings are required for:Mandatory reporter requirements. This shall be posted in area frequented by parents or public.
This posting was missing.

109.9(2) All child files are updated at least annually and when a change occurs.

Center is not completing the annual updates to the children's files.

109.10(9): First aid kit: The center shall ensure that a clearly labeled first aid kit that is sufficient to address minor injury or trauma is available and accessible to staff at all times when children are:In the center.In the outdoor play area.On field trips. First aid kits need to include all items on the most recent HCCI checklist. Ensure kits are organized and clean.

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.
Choke hazards accessible in drawers in the toddler room.
Gate that blocks off the diaper station area in the infant room is a hazard as staff are routinely stepping over this. If this is to be gated, it should be gated with a door that can be easily opened and staff should not step over the gate.
Adult scissors accessible on counter and Mr. Clean Sponge accessible in drawer in fours/fives room.
Easel is a topple hazard, and two shelving units with movable shelves/sharp corners are a hazard in the twos room.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. Detector is needed on the main level (ensure it is electric).

V. SPECIAL NOTES/RECOMMENDATIONS:

1. The center is still in the process of finishing the outdoor area. The area is to be fenced. The center will need to ensure there is at least 75 sq ft of space allowed for at least 30 percent of the center's enrollment.
2. Ensure all open food items are stored in a Ziploc or sealed container and dated for freshness.
3. Adjust refrigerator and freezer temperature in the kitchen and in the transition room and closely monitor to ensure safe food storage (refrigerator 40F or below and freezer 0F or below).
4. Ensure all program rooms on the main level are included in the radon testing.
5. Fuel burning appliances in the building will need to pass inspection and have documentation on file prior to winter and then annually thereafter.
6. Ensure all children have a valid IDPH immunization certificate (signed and dated) on file before the child attends the center.
7. Update consultant contact posting with the most recent posting.
8. Store diaper ointments separate from other medications/items.
9. Relabel diaper station bleach bottles with the proper bleach measurement for the product the center is using (some say 1/4c when they should say 1/2c).
10. Crib sheets are open at one end and present loose material and may compromise the safe sleep environment.
11. Discontinue using blankets with children under 12 months in the transition room, even with cots.
12. Ensure no cubbies or shelving units can be pushed or pulled over and do not present any topple hazard.
13. Shorten curtains so that children cannot reach these to possibly pull them down.
14. Emergency plan posting is needed at the back stairs exit door.
15. Ensure all phones for the center have the required posting including the center name/address/phone number and phone numbers for police/fire/poison control.

WRITTEN POLICIES:
1. Improve staff training requirement policies to include the requirement for Essentials training as well as training requirements after the initial and first year requirements.
2. Improve written emergency plans to include all of the required "event types" (see 109.10(15)a) and improve evacuation procedures to include provisions for emergency medications and immobile children (not just infants).

A full license is issued. The center is directed to correct the items listed in Section IV and to submit a written summary to the licensing consultant as to how and when those corrections are/will be completed. Please also include the items noted above in this section of the report so that those items do not become violations in the future. The written summary shall be submitted within 30 days of receipt of this evaluation. Thank you.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your DHS Licensing Consultant to discuss the issue. The child care director may also send a response which will be placed in the licensing file.

*Note: If you are a member of the general public, there may be additional information contained in the public file. You may

contact the DHS Licensing Consultant to inquire.

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