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

Name of Center: HACAP Head Start-Marita Theisen **Enrollment:** 60 **License ID No. (Reapplications)** 51952

Street: 1584 White Street **City:** Dubuque Iowa **Zip** 52001 **County:** Dubuque

Mailing Address:

Director's Name: Brenda Sullivan **Phone Number:** 563-587-8830

On-Site Supervisor(s): **E-Mail:** bsullivan@hacap.org

Date(s) of Visit: 10-16-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 10-19-2024

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

Date Inspected: 11-21-2023

Comments : Fire marshal comments: I inspected Marita Theisen Childcare Center on 9/26/2023. They had only a few small things to correct. Everything in the daycare has been corrected. I can't close out the inspection report however, until a few things are repaired in an attached garage that is used as storage only. I will email the completed inspection report to you as soon as the garage is complete. But the daycare building is complete and no issue remain. Completed inspection certificate rec'd 12/4/23 and issued with date 11/21/23.

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

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

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

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	7:30 AM to 4:30 PM		
Tuesday	7:30 AM to 4:30 PM		
Wednesday	7:30 AM to 4:30 PM		
Thursday	7:30 AM to 4:30 PM		
Friday	7:30 AM to 4:30 PM		
Saturday			

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General	24	8	34		66
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 12-01-2024 to 12-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 12-12-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was completed at this center on 10/16/24. This Head Start program is one of many managed by the HACAP entity. There is a well-defined organizational structure within HACAP. Brenda Sullivan is the center director for this HACAP Head Start center. Brenda was present on site on the day of the visit along with other staff. Christi Regan, HACAP Head Start Director, and Amy Irving, HACAP Head Start Assistant Director/Education Coordinator, were both also present on the day of the visit and participated in the review of the visit. HACAP leases this building. The program includes Early Head Start and Head Start and provides care for children age infant through five years. Head Start classrooms operate school year only, and Early Head Start classrooms operate year round with the exception of a few weeks. The center does not participate in the Iowa Voluntary Preschool Program.

Program space is included on three floors of the building. Program rooms on the main floor include: EHS 1/infant/red room (youngest infants up to approximately 12 months of age), EHS 2/transition/orange room (12- 18 months), EHS 3/toddler/yellow room (18-24 months), and "large motor room" (break out space for infants and toddlers- not included in license capacity, currently not set up for use). Program rooms on the second floor include: EHS 4/toddler/green room (two through three years), EHS 5/blue room (two to three years), and HS 2/indigo room (three to five years). HS 1/purple room (three to five years) operates on the third floor of the building. Program rooms are bright with windows, colorfully decorated. The rooms appear to be generally well supplied with materials though organization and improvement in presentation of materials is still needed for several rooms. The children's crafts and projects are posted.

Most program rooms do include two sinks within the room, one designated for hand washing and the other for food/beverage preparation activities. Rooms that include children who are in diapers have diapering stations within the program room. Most program rooms that include children using the toilet also include an adjacent restroom area, some are shared between rooms. Children must travel to a hallway restroom area for toileting for the HS 2 room. All program space was observed.

The center participates in the CACFP and serves breakfast, lunch, and snack prepared on site in the center's kitchen area by a designated kitchen staff.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The staff were observed to be engaged with the children in activities. The center utilizes the local AEA program where they

can regularly borrow materials to supplement their own materials. The rooms are bright with windows. The children's crafts and projects are posted throughout the center. The center director states that all EHS staff have to be CDA qualified within six months of hire. The center is installing new individualized curriculum for the infants and toddlers. Staff and child files were found to be organized.

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

STAFF FILES:
109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse.At least one hour of training regarding universal precautions and infectious disease control.Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC 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, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
1. _1_ staff file reviewed did not have evidence of first aid and cpr certification, staff hired 2/5/24.

109.10(5): Infectious disease control: Centers shall establish policies and procedures related to infection disease control and use of universal precautions with handling of bodily fluid. Soiled diapers shall be stored in containers separate from other waste.
1. Some diaper waste cans are being used for other waste.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. 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.
1. Food and food service items observed set on countertop areas or other miscellaneous surfaces that are cluttered. Improve organization and storage of food and food service items inside of cabinets in the kitchen area and in the program rooms so that these items are clearly separated and maintained sanitary from other miscellaneous items. This has been cited previously.
2. Bedding items need to be stored sanitary and separate from other materials.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.
1. Current lesson/activity plan and/or daily schedule not posted or available for several rooms.

V. SPECIAL NOTES/RECOMMENDATIONS:

Required annual fuel burning appliances inspections received 12/15/23, report can be completed.

The administrative change aspect of this report reflects the additional space added to the license capacity. The individual room maximum capacities are as follows:

First floor:
Red room/EHS 1 (0-12 months) = 8 children [CRIBS]
Orange room/EHS 2 (12-18 months) = 8 children
Yellow room/EHS 3 (18-24 months) = 8 children

Second floor:
Blue room/EHS 5 (2-3 year old) = 8 children
Green room/EHS 4 (2-3 year old) = 8 children
Indigo room/HS 2 (3-4 year old) = 10 children

Third floor:
Purple room/HS 1 (3-4 year old) = 16 children

1. Ensure staff file requirements are completed timely as required.
2. Ensure the general summary of activities is noted on the daily sheets as required for children under two years of age.
3. Clutter in the rooms and restroom areas needs to be removed, and the rooms need to be organized including floor space

as well as spaces on top of cubbies and countertops, etc. Ensure children's personal items are stored within their cubby space, separately, and not on the floor.
Pathways through restroom areas need to be free and clear of clutter as well. These concerns have been noted previously.
4. Repair/replace toilet paper dispenser in the hallway restroom on the second floor. Toilet paper shall be used from dispenser.
5. Phone posting in the HS1 room is missing the center name/address/phone number.
6. Ensure communicable disease postings are posted where visible to all who attend the center.
7. Licensing binder needs to be kept organized and up to date.

The center will continue with a full license. The center is directed to correct the items cited and the items noted above in this section of the report and to submit a written summary to the licensing consultant as to how and when those corrections are/will be completed. 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.