Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: HACAP Head Start-Engine House

Provider No.: 51197

Address: 1805 Central Ave, Dubuque, IA, 52001

County: Dubuque

Director's Name: Amy Knockel

On-Site Supervisor: Heather Klinge

Phone Number: 5632396850

E-Mail: cregan@HACAP.ORG
aknockel@hacap.org

HHS Visit Date: 09/10/2026

Licensing Period: 02/01/2025 to 02/01/2027

Fire Inspection:

Date Inspected: 09/26/2025

Comments:

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		8:30 AM to 4:00 PM	
Tuesday		8:30 AM to 4:00 PM	
Wednesday		8:30 AM to 4:00 PM	
Thursday		8:30 AM to 4:00 PM	
Friday		8:30 AM to 4:00 PM	
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			30		30
Summer					0

1. Basic Overview

An unannounced off year visit was completed at the center on 9/10/26. The on site supervisor, Heather Klinge, was present along with two other staff. One staff primarily functions as the program cook but may also help out in the classroom as needed. This Head Start program is one of many managed by the HACAP entity. There is a well-defined organizational structure within HACAP. Amy Knockel is the center director for this HACAP Head Start center. Amy was also present on site on the day of the visit. Amy has a bachelor of arts degree in elementary education with an endorsement in reading K-6 and early childhood/special education and reports having worked for Head Start programs since 2014.The building itself is very unique in that long ago, it was a fire engine house. The building has been entirely remodeled but has retained the character of the engine house appearance. There are other functions that take place on the second floor of the building, but these functions take place outside of Head Start hours. The Head Start program entrance is secure from other functions of the building. The center director reports the Head Start program uses the Creative Curriculum Preschool. The center reports enrollment of 15 children at the time of the visit.

The program room is very large and open and provides plenty of space for programming activities. The room is well stocked with organized and accessible age appropriate materials, supplies and furniture and plenty of extra materials in storage. The area continues to be nicely decorated with the children's projects and creations. Books are displayed nicely for the children. The center includes a restroom area that is adjacent to the program room including two toilets and two sinks. Required postings and child and staff files were reviewed. The licensing notebook including emergency drills, first aid supplies, playground checklist were reviewed. All program space was observed. Staff and child interactions, food service, and hand washing practices and procedures were observed. Health and safety practices were also reviewed including medication management, cleaning/sanitizing/disinfecting procedures, excluding ill children/staff, incident reports, and first aid kits.

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

2. Identify Observed Strengths of the program

The center continues to be managed by an experienced on site supervisor and director. The staff were again observed to be highly engaged with the children in activities, and the large program area continues to be nicely supplied and arranged with games, toys, tables and other furnishings to support the scheduled activities. The room is organized, and materials are accessible. The program also includes an abundance of extra materials stored where able to be brought out for use. The room is bright with windows and is decorated to display projects and crafts the children are working on. Licensing documentation and child and staff files were found to be highly organized.

3. Identify the aspects that fall below the standard

N/A

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

N/A

5. Special Notes/Recommendations

Targeted Assessment: Behavior Management
I discussed with (director) their oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance.
The center director provided the following responses:
1)
o As a program we utilize Positive Behavior Intervention Support (PBIS) and have a Leadership Team made up of HS Leadership Staff, Teachers and staff from the AEA (Keystone) who review monthly reports, issues, concerns, successes, etc. Through the data, supports are discussed, planned to support program, sites, classrooms.
o Onboarding introduces new staff with HACAP Head Start Guidance for Discipline. Training, supports and resources initiated.
o All staff receive PBIS module training.
o Annual training and reminders for all staff
o Postings in classrooms and centers
2)
o HACAP has focused in last few years on Taking Care of You, recognizing triggers and coping mechanisms.
o Support provided by team members, on-site supervisors, Education/Coaches.
o Work to develop plans to support child, classroom and/or staff
o Scheduled breaks, encourage and have staff take break as needed to de-escalate
3)
o On-site supervisors
o Review and monitoring of Behavior Incident Reports (BIR's), incident reports
o Planned observations
o Child Behavior plans

1. Kitchen area cleanliness and organization needs improvement. Significant progress was demonstrated subsequent the visit and shall be closely monitored and maintained.
2. Ensure pathway from the program room to the outdoor play area is maintained free and clear from any clutter and that children can safely travel this area at all times. It is noted that this is also an emergency exit pathway.
3. Closely monitor refrigerator and freezer temperatures to ensure safe food storage (refrigerator at 35-40F and freezers at 0F or below).

The center will continue with a full license. Please address the violation(s) and/or concern(s) noted in the report so that corrections are obvious and ensure that items remain in compliance. This report does not require a written response. Thank

you.

Date: 10/20/2026

HHS Licensing Consultant: Heidi Hungate

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**.