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

Name of Center: KCE Champions LLC @ Kennedy Elementary **Enrollment:** 17 **License ID No. (Reapplications)** 52273

Street: 2135 Woodland DR **City:** Dubuque Iowa **Zip** 52002 **County:** Dubuque

Mailing Address: PO Box 86, Anamosa, IA, 52205

Director's Name: Mona Williams **Phone Number:** 319-573-9473

On-Site Supervisor(s): Samantha Diaz **E-Mail:** mona.williams@discoverchampions.com

Date(s) of Visit: 08-01-2023, 09-20-2023

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:** 08-07-2023

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

Date Inspected: 07-28-2023

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: Infants (0-23 mo.) 2 Years 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				100	100
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-23-2023 to 09-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 12-01-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced first licensing visit was completed at this new center on 9/20/23. The center was first visited on 8/1/23 and given permission to open without a license effective 8/23/23. Present for the licensing visit was the approved on site supervisor at the time of the visit, Kimberly Poe-Jensen, and another staff. Subsequent the licensing visit, Samantha Diaz, is the approved on site supervisor for this location. The center director for the KCE Champions child care programs in the Dubuque area is Mona Williams. Mona was not present on site for the licensing visit. This site is one of several before/after school programs offered in a public school building and is owned and operated by KCE Champions LLC. The center is for profit. This particular site is located within the Kennedy Elementary School. The program serves school-age children currently from this school only at the time of the licensing visit.

The school's main floor gym/multi-purpose room is the primary licensed program space. The program includes several storage cabinets located in a storage room near the gym. Several shelving units and other various items are brought into the gym area that include program materials. The other gym is the program's alternative space if the main floor gym is not available, however, the staff state they have not had to use the other space. The children have to travel outside of the program space a distance to use the restroom for toilet and hand washing activities. All program space was observed.

The center does not participate in the CACFP. The center serves afternoon snack on school days. Breakfast, lunch, and afternoon snack would be served on non school days. The center contracts with the Dubuque School District to provide the snacks to the center. On non school days children would be required to bring their lunch from home.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center provides a needed service to the community. The staff at this site worked well together and were observed to be engaged with the children in activities. The licensing binder was found to be organized. This center's posting board displayed the staff names and some general introductory information for parents about the individual.

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

STAFF FILES:
109.9(1)b: All files contain: A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information. Copies of the results of Iowa records checks conducted. Copies of national criminal history check results. Any Department-issued documents sent to the center related to records check.

CHILD FILES:
109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
1. _3_ child file(s) reviewed did not have doctor, dentist, or hospital information or signed emergency consent from the

parent as required.

109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children. Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards. If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with functional or access needs.
1. The center did not have evidence of completed written emergency plans.

109.10(15)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.
1. Emergency plans incomplete or missing entirely from the doors/exit doors as is required. Plans shall be posted at all doors/exit doors and shall include the diagrams and written instructions for fire and tornado, center name/address/phone number, and phone numbers for police/fire/poison control.

109.15(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed. Staff preparing food that have injuries on hands wear protective gloves. Staff serving food use clean serving utensils and have clean hands/wear protective gloves.
1. Surfaces used for food preparation and food service activities are not being properly cleaned and sanitized immediately prior to this activity as is required. All surfaces to set food/food service items on shall be properly prepared per the manufacturer's instructions on the product the center uses. Staff were observed either not to prepare all surfaces used and also the proper steps were not followed in the proper order per the manufacturer's instructions.

V. SPECIAL NOTES/RECOMMENDATIONS:

1. Consultant contact information and handbook availability posting is a required posting and shall be posted where visible to parents with the other required postings.
2. Improve storage of food and food service items. Items shall be maintained separate and sanitary from other miscellaneous items. A separate cabinet and/or shelving space within a cabinet is recommended (not cardboard boxes or other open storage where items can be easily contaminated).
3. Hand washing procedure postings are needed at hand washing sinks used by the program.
4. Sanitizer spray bottle shall be labeled for the specific product it contains.
5. Menu posting shall be updated promptly with any substitutions as required.
6. Thermometer in the center's refrigerator appears to be broken and needs to be replaced.
7. Staff files need organization. The recommended HHS tab system should be utilized for all staff files.

A full license is issued. It is strongly recommended that the center continue working with their CCRR consultant on center improvements and licensing compliance. 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.