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

Name of Center: KCE Champions LLC @ Sageville Elementary **Enrollment:** 27 **License ID No. (Reapplications)** 52277

Street: 12015 Sherrill RD **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): Elizabeth Wells **E-Mail:** mona.williams@discoverchampions.com

Date(s) of Visit: 08-01-2023, 10-30-2023

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*
Sunday			
Monday	6:30 AM to 6:00 PM		
Tuesday	6:30 AM to 6:00 PM		
Wednesday	6:30 AM to 6:00 PM		
Thursday	6:30 AM to 6:00 PM		
Friday	6:30 AM to 6:00 PM		
Saturday			

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General				87	87
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 10/30/23. 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, Elizabeth Wells, and another staff. 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 Sageville Elementary School. The program serves school-age children currently from this school only at the time of the licensing visit.

The school gym is the primary licensed program space. The program includes several storage cabinets located in a storage room adjacent to the gym. Several shelving units and other various items are brought into the gym area that include program materials. The library (rooms 9 and 10) is the program's alternative space if the gym is not available. It is noted that the library has a maximum capacity of only 26 children. 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 appear to work well together, appear to know the children well, and were highly engaged in activities with the children. The licensing binder was found to be organized.

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.
1. _1_ staff file reviewed did not have evidence of the Iowa record check being completed as required.

109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.

1. _1_ staff file reviewed did not have evidence of the physical being completed pre-employment as is required.

109.10(3): Medications.
1. Medication authorization missing the specific end date for the period of authorization. The emergency action plan for the medication is also not signed and dated.

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(2): Center shall follow minimum CACFP menu patterns for meals and snacks. Menus planned one week in advance, made available to parents, and kept on file with substitutions noted. Avoid foods with high incident rate of causing choking.
1. Current menu not posted or available.

V. SPECIAL NOTES/RECOMMENDATIONS:

1. First aid kit is missing cold packs.
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. Girls restroom area needs the hand washing procedure posting at the sink(s).
4. 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.