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

Name of Center: Dubuque Childcare Center, LLC **Enrollment:** 108 **License ID No. (Reapplications)** 39824

Street: 3074 Cedar Crest CT **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:** m.c.sertle@gmail.com, mricke46@gmail.com

Date(s) of Visit: 02-05-2024

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

LICENSING VISITS

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

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

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

Date Inspected: 11-22-2023

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: 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	60	30	55	8	153
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2023 to 02-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 02-26-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year visit took place at the center on 2/5/24. This center is one of two for-profit centers, owned and operated by Melanie Ricke. Melanie is the center director but has named Mackenzie Sertle as the on-site center 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. Mackenzie was present on the day of this visit along with other staff. Mackenzie accompanied the licensing consultant throughout the majority of the visit. This center serves children age infant through school age. School age children attend on school and a few on non school days with the Dubuque School District providing busing to and from the center. The center does participate in the Iowa Voluntary Preschool Grant program.

The center is currently using the following program rooms on the main floor: Older toddler room (now 18 months to two years, was being set up as the school age room at the last licensing visit), younger toddler room (12 to 18 months), transition room (eight to 15 months), and infant room (approximately six weeks to eight months).

The center is currently using the following program rooms on the second floor: School age room (room at the top of the stairs previously used for storage at the last licensing visit), young twos room (18 months through two years), older threes room, preschool room, and younger threes room.

Program rooms are spacious and generally appear clean, organized, and offer 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.

Consultation has been provided to the center regarding the updated rules regarding combining different age groupings of children and what is allowed and when. The center was reminded of allowable age combinations. Two year old children may not be combined with four year old children, and three year old children may not be combined with school age children unless under the very specific rule 109.8(2)h for the very beginning and/or end of the day with only the number of children and staff present at the center as defined by the rule. The center will need to ensure they are in compliance with this moving forward.

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

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center continues to be very well managed, and the staff work well together. The center has achieved level one IQ4K. The program rooms are large, bright with windows, and are colorfully decorated including displaying the children's projects and creations. The staff were once again observed to be engaged with the children in activities in all program rooms. The center does participate in the local AEA program where materials and books can be borrowed to supplement program activities. The center cut a doorway from the school age room to make a restroom area directly accessible to the room.

Staff and child files and other licensing documentation continue to be highly organized.

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

109.6(6) Record checks. c. Iowa records checks. Checks and evaluations of Iowa child abuse and criminal records, including the sex offender registry, shall be completed before the person's involvement with child care at the center.
1. _1_ staff file reviewed did not have the Iowa record check (SING) completed prior to the staff starting in child care.

109.12(5)b: Diapering, sanitation, and handwashing procedures posted and implemented in central diapering area.
1. Diaper procedures not followed as observed in the younger threes room. Review with staff to ensure they are followed as posted. Ensure the proper steps are followed for cleaning and disinfecting and that disinfectant solution is allowed to sit for the required dwell time per the manufacturer's instructions.

V. SPECIAL NOTES/RECOMMENDATIONS:

The individual maximum capacities of the rooms as they are currently configured at the center are as follows:

Main floor:
Older toddler room (first room closest to the entrance door of the center) = 20 children
Younger toddler room (next to older toddler room) = 17 children
Nursery = 18 children
Transition room (across from nursery, cribs and cots) = 15 children

Second floor:
School age room (bonus room at top of stairway) = 8 children
Young twos room (across from stairway) = 20 children
Older threes room (next to young twos room) = 19 children
Prek room (next to threes room) = 20 children
Younger threes room (across from prek room) = 16 children

1. Ensure toilet paper dispensers are filled promptly when empty and that there are not loose rolls of toilet paper. Center director states new dispensers have been ordered.
2. Improve cot spacing at rest time in several rooms. At least two feet is required on all sides between cots.
3. Tables and chairs do not fit the children properly in the younger threes room. Children shall first sit in chairs with their feet on the floor and then the table shall meet the child at just above the waist area.
4. Play mats in the nursery need to be removed/replaced. They are cracking and tearing beyond what can be properly cleaned and sanitized.

The center will continue with a full license. Please correct the items cited as well as the items noted above in this section of the report, and send a written response indicating how items were corrected within 30 days of the receipt of this report. 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.