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 raugust@hacap.org

HHS Visit Date: 10/15/2025

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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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 10/15/25. The on site supervisor is now Heather Klinge, and she 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. 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 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. 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. All program space was 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. 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 and very well maintained. 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

109.10(13)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.

109.11(6): Telephone: Working phone with posting adjacent for emergency numbers for police, fire, and poison control center. Center street address and phone included in posting.List of emergency numbers for children kept near phone.

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109.13(5): Centers shall ensure that food preparation and storage procedures are consistent with the recommendations of the CACFPs.

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

109.10(13)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. Fire and tornado drills were not documented for 9/2025.

109.11(6): Telephone: Working phone with posting adjacent for emergency numbers for police, fire, and poison control center. Center street address and phone included in posting.
List of emergency numbers for children kept near phone.
1. Telephones for the center need the required phone posting nearby to the phone (or on the phone for a cordless or cell phone) with all of the required information included on the posting.

109.13(5): Centers shall ensure that food preparation and storage procedures are consistent with the recommendations of the CACFPs.
1. Several open food items observed. All open food shall be placed in a sealed container or ziploc and dated for freshness.
2. Center is not following the manufacturer's instructions for the product they are using to sanitize food preparation/food service surfaces. A rinse step is required between the soapy water and the sanitizer spray Additionally, the kitchen area itself needs a thorough cleaning (cabinets, drawers, floors, etc.) and to be organized and clutter removed.

5. Special Notes/Recommendations

1. Ensure current activity plan is posted.
2. Closely monitor refrigerator and freezer temperatures to ensure safe food storage (refrigerator at 35-40F and freezers at 0F or below).
3. The center is reminded that the annual fuel burning appliances inspections are due now.

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: 10/20/2025

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**.