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

Name of Center: DCY School-Age Program - Carver **Enrollment:** 32 **License ID No. (Reapplications)** 46460

Street: 2007 Radford Rd **City:** Dubuque Iowa **Zip** 52002 **County:** Dubuque

Mailing Address: 35 N Booth St, Dubuque, IA, 52001

Director's Name: Deb Gustafson **Phone Number:** 563-556-3371

On-Site Supervisor(s): Tina Hornung **E-Mail:** dgustafson@dubuquey.org

Date(s) of Visit: 02-16-2024

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 02-14-2024

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

Date Inspected: 08-22-2022

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X 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: Year-round X School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General			4	30	34
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 04-01-2024 to 04-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 02-29-2024

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was completed at this center on 2/16/24. This program is owned and operated by the Dubuque Community YMCA (DCY) and is located in the Carver Elementary School building by agreement with the school. Deb Gustafson is the center director for all DCY licensed child care programs. Deb is highly qualified and comes to the DCY with much experience having been the center director for YMCA licensed child care programs in another area for many years. Deb arrived at the center during this visit, and the licensing consultant was able to review the visit with Deb. Tina Hornung is the approved on site supervisor. Tina was present at the time of the visit along with another staff. The program operates on school days only.

The commons area is the licensed space for this center. The center has a storage cabinet and uses cafeteria tables set up for their activities in this area. There are separated boys and girls restroom areas that are adjacent to a portion of this space as well. The center may use the gymnasium when it is available so long as it meets licensing requirements prior to use. The gym includes an adjacent single restroom area.

The center provides snack during the after school portion of the program. Snack is prepared and supplied by the Dubuque Community YMCA building kitchen. Snack items are brought to this site from that location.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center is overseen by an experienced center director. Staff did a good job of setting materials out at the tables for the children to engage in activities upon their arrival to the program, and the staff at this site appear to know the children well. The center provides a needed service to the children and families in this area. The center reports a good relationship with the school.

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

109.8(2): Ratio maintained in center as required by age.
1. Center is out of ratio at the beginning of the program when children arrive. One staff observed with 17 children on the day of the visit. The center director states that subsequent this visit, an additional staff has been assigned to cover the program until the on site supervisor is able to arrive.

CHILD FILES:
109.9(2): All files are updated at least annually and when a change occurs.
1. Many child files were found not in compliance for various reasons, no parent signature/date on enrollment paperwork that includes pick up permission and emergency consent and/or statement of health, missing/blank immunization certificate. Subsequent the visit, the center director states that the center is using consistent forms and that forms have been updated for each child's file. The center director will need to continue to monitor compliance.

109.10(7): Staff hand washing: The center shall ensure staff demonstrate clean personal hygiene. Staff shall wash hands: Immediately before eating or participating in food service activity.
109.10(8): Children's hand washing: Center shall ensure staff assist children in personal hygiene. Children's hands shall be washed: Immediately before eating or participating in food service activity.
1. Staff did not wash hands immediately prior to handling the food and beverage items for snack.
2. Children did not wash hands immediately prior to beginning snack as required. It is strongly recommended that food service tables be cleaned and sanitized and ready for snack before children begin hand washing so that children can travel directly to be seated for snack. This has been reviewed previously with the director and staff at this site. The center director states that she has reviewed this again with staff and has been visiting to observe for compliance.

109.10(9): First aid kit: The center shall ensure that a clearly labeled first aid kit that is sufficient to address minor injury or trauma is available and accessible to staff at all times when children are:In the center.In the outdoor play area.On field trips.
1. First aid kit missing eye bandage and triangular bandage.

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. Fire and tornado drill records could not be located for the previous school year. Center is cited for those records missing since the last licensing visit, 2/2023 through 5/2023.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
1. Playground inspection records could not be located for the previous school year. Center is cited for those records missing since the last licensing visit, 2/2023 through 5/2023.

V. SPECIAL NOTES/RECOMMENDATIONS:

The center will continue with a full license at this time, however, continued attention is necessary to remedy the items cited and corrections shall be obvious. The center director has committed that either she or her assistant will visit this center one to two times weekly to ensure licensing compliance. This should continue until they are confident that the staff have been properly trained and are following through with expectations. It is important for the administration to correct all items cited and ensure compliance is maintained to prevent a negative impact on future licensing.

*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.