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

Name of Center: Dubuque Childcare Center, LLC **Enrollment:** 105 **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: 01-09-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 12-01-2022

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

Date Inspected: 03-04-2022

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	50	36	39	28	153
Summer					0

QRS Rating: 4

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:** 01-23-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit took place at the center on 1/9/23. 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: School age room (in the process of being set up as the school age room, also used for all children age two and older at the very beginning and end of the day, previously was the two year old room), transition room (approximately six through 15 months, next to the nursery, previously was the toddler room), toddler room (approximately 15 through 23 month, across from the transition room), and infant room (approximately six weeks to six months).

The center is currently using the following program rooms on the second floor: Twos room (18 months through younger twos), threes room (three/four years), prek room (four/five years), and older twos room (in the process of being set up as a twos room, previously was the school age room). It is noted that the space that was previously used for the "online school age room" is not currently set up for child care and is just used for storage. The center director states this room is typically used in the summer for overflow of school age children.

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.

The center does participate in the CACFP and 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 a four star QRS rating through 1/31/24. The center is a newer facility well designed specifically as a child care center. 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. 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:

STAFF FILES:
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_ staff file reviewed did not have evidence of the staff physical being completed.

109.12(4): Individual covered mats, beds, or cots, and appropriate bedding is provided for all children who nap.
Cots observed without sheets.

109.12(5)b: Diapering, sanitation, and handwashing procedures posted and implemented in central diapering area.
Review diaper changing procedures with staff as they are posted. Staff shall remove their gloves prior to handling and putting on the clean diaper. Children's hands shall be washed immediately after the diaper change.

V. SPECIAL NOTES/RECOMMENDATIONS:

This report also processes the administrative change for the total license capacity change based on the center's reconfiguration of rooms. The individual maximum capacities of the rooms are as follows:

Main floor:
School age room (first room closest to the entrance door of the center) = 20 children
Transition room (cribs, next to school age room) = 17 children
Nursery (cribs, next to transition room) = 18 children
Toddler room (across from nursery) = 15 children

Second floor:
Twos room (across from stairway) = 20 children
Threes room (next to twos room) = 19 children
Prek room (next to threes room) = 20 children
Twos room (across from prek room) = 16 children
Overflow room (bonus room at top of stairway, previously school age room) = 8 children

1. Ensure kitchen door remains closed at all times.
2. Update posted schedules to reflect that a later snack is served rather than supper.
3. Update prek schedule to indicate a quiet time is observed rather than "nap" since the children in this room do not nap.
4. Ensure spray bottles are located and used where they are labeled ("diaper station" spray bottles shall not be cross located with the food/table prep spray bottles).
5. Replace no smoking sticker on the entrance door to the center.
6. Freezer in the laundry room area needs a visible working thermometer.
7. Remove items stored on the diaper station. This area shall remain free of items so that nothing is contaminated and so that the area can be properly cleaned and disinfected.

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. Please 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.