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

Name of Center: HACAP Head Start-Marita Theisen **Enrollment:** 25 **License ID No. (Reapplications)** 51952

Street: 1584 White Street **City:** Dubuque Iowa **Zip** 52001 **County:** Dubuque

Mailing Address:

Director's Name: Jessie Nelson **Phone Number:** 563-587-8830

On-Site Supervisor(s): Paula Johnson **E-Mail:** jnelson@hacap.org

Date(s) of Visit: 11-02-2022

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:** 08-17-2022

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

Date Inspected: 04-08-2022

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 X Preschool-Age 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			26		26
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-29-2022 to 12-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 11-10-2022

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 11/2/22. The center was given permission to open without a license effective 8/29/22. This Head Start program is one of many managed by the HACAP entity. There is a well-defined organizational structure within HACAP. J essie Nelson is the center director for this HACAP Head Start center. Jessie was not present on site on the day of the visit, however, Brenda Sullivan another administrator for HACAP was present. The approved on site supervisor at the time of opening was Amy Breitsprecker, however, subsequent the visit, Paula Johnson is the qualified on site supervisor for the program. This Head Start location occupies two classrooms (one on the second floor and one on the third floor of the building) within the Marita Theisen Childcare Center. This is by leased arrangement. The center operates during the school year only.

The rooms appear to be generally well supplied with materials and age appropriate furnishings, though it is noted that organization and improvement in presentation of materials is needed for both rooms. The children's crafts and projects are posted. Children must travel to a hallway restroom area for toileting for the second floor room. The third floor room includes a restroom area that is adjacent to one end of the room. Both rooms include a sink within the program room that is used for hand washing and a sink that is used for food/beverage preparation. 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 who is employed by the Marita Theisen Childcare Center. The cook prepares food for both centers with HACAP being the sponsor for the CACFP for both centers.
in the center's kitchen area. The kitchen area appeared generally clean and highly organized.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The staff were observed to be engaged with the children in activities. The center utilizes the local AEA program where they can regularly borrow materials to supplement their own materials. The rooms are bright with windows. Child files were 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_ staff file reviewed does not have evidence that the national record check has been completed as required. Documentation that is in the file is missing and/or incomplete.

***Staff files need organization, and attention is needed to ensure that all required documentation is located in the staff files

including complete record check documentation.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.
1. Food service lunch bin set next to hand washing sink and while hand washing was occurring in the second floor room. The area within 18 inches of any hand washing sink shall not be used for any sanitary purpose as this area is contaminated by the hand washing activity.
2. Toothbrush rack observed stored inside of cabinet. Toothbrushes should be stored with the heads up and uncovered and NOT inside a cabinet or another dark place as this encourages bacteria to grow.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents.
Current activity plan not posted for third floor room.

V. SPECIAL NOTES/RECOMMENDATIONS:

It is noted that subsequent the licensing visit, the center has temporarily closed the third floor classroom due to staffing issues.

1. Clutter in the rooms needs to be removed, and the rooms need to be organized (AEA boxes, miscellaneous piles of items stacked in areas of the room/on the sensory table/etc.). This may affect capacity if space is not organized and free from clutter.
2. Improve organization and storage of food and food service items inside of cabinets so that these items are clearly separated and maintained sanitary from other miscellaneous items.
3. Ensure children are always visible by a staff person in hallway and stairway. Staff shall place themselves so that the entire group is visible by staff at all times.
4. Ensure none of the exit pathways from rooms/restroom areas are blocked from either side.

A full license is issued. 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.