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

Name of Center: DCY Creative Learning Center **Enrollment:** 40 **License ID No. (Reapplications)** 18866

Street: 35 N Booth ST **City:** Dubuque Iowa **Zip** 52001 **County:** Dubuque

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

Director's Name: Kellee Peil-Roussel **Phone Number:** 563-556-3371

On-Site Supervisor(s): Elisheba Richard **E-Mail:** kroussel@dubuquey.org

Date(s) of Visit: 06-12-2025

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 **Yes** **No** X **NA** **Date Signed:**

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

Date Inspected: 07-29-2025

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: X Year-round School-Year Summer Only

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General				45	45
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2025 to 08-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 06-24-2025

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 6/12/25. Kellee Peil-Roussel is the center director currently functioning as the center director for all of the Dubuque Community YMCA (DCY) child care programs. Elisheba Richard is the approved on site supervisor. Both were present on the day of the visit, and Kellee accompanied the licensing consultant through the majority of the visit. This center is located in the YMCA building. The program is overseen by a Board of Directors. This program currently serves school age children during the summer, however, Kellee states the center plans to begin operating also on non school days during the school year for school age children.

The center's licensed space has consisted of the Teen Center room on the lower level of the building. The room has a maximum capacity of 30 children. The center has been approved to also add the Studio 2 room located on the upper floor of the building. That room has a capacity of 15 children.

The center may also use the gymnasium (main level, at least half of the gym may be available to the program with a dividing curtain) so long as it meets licensing requirements prior to each use.

The children have access to the indoor swimming pool areas. The school age children have to pass a skills test to be able to use the large pool. Pool use is treated as a field trip for the center, so there is/are extra staff. There is also an extra life guard on duty and a staff person who remains on the pool deck to assist with restroom activities, etc.

There are two single restroom areas adjacent to the teen center room. The main level includes boys and girls locker room areas (separate from men's and women's) that the center uses for changing for swimming activities. There are two single restroom areas also on the main floor that would be used by the children if needed when the children are using the gym. There is a restroom area adjacent to the Studio 2 room with two toilets and one hand washing sink.

The center participates in the CACFP. Meals and snacks are prepared at the DCY Early Learning Center in that kitchen and are brought to this center. The center serves breakfast, lunch and snack.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The staff were observed to be highly engaged with the children in activities. Staff and child files and other required licensing documentation were found to be organized.

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

STAFF FILES:
109.6(6) Record checks. d. National criminal history checks (3) The child care center shall provide fingerprints to the department of public safety prior to a person's involvement with child care at the center.
1. _1_ staff file reviewed national record check was not submitted prior to the staff person starting at the center.

109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse.At least one hour of training regarding universal precautions and infectious disease control.Certification in American Red Cross, American Heart Association, American Safety and Health institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) OR equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross,American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department.A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
1. _1_ staff file reviewed did not have essentials, first aid, and cpr completed timely as required.

109.11(3)a: Center shall ensure that: The outdoor area shall include safe play equipment and area of shade.
1. Pea gravel does not meet depth requirements in some areas where fall zone is required.

109.9(2)g: Any child with allergies, a written emergency plan. Copy shall accompany child if they leave the premises.
1. Epi pen present without a current emergency action plan.

V. SPECIAL NOTES/RECOMMENDATIONS:

Fire inspection received 7/29/25, report can be completed.

The administrative change aspect of this report is completed to reflect the change in the licensed program space for this site and thus the change in maximum capacity. The Studio 2 room has been added to the license capacity and can have a maximum of 15 children.

1. Ensure current activity plan is posted.
2. Emergency plan postings are missing or missing information at the door(s) in the Studio 2 room. Emergency plan postings in the teen center room need the center address information.
3. Improve procedures for food and food service item delivery, this was discussed with the center director with regard to how food and food service items are transported in the center.
4. Tables and chairs in the Studio 2 room are much too big for the children. Children shall sit in chairs with their feet on the floor and the table meeting them at just above the waist area.

This center will continue with a full license. 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.