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

Name of Center: DCY School-Age Program - Carver **Enrollment:** 16 **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: 02-13-2023

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

LICENSING VISITS

New Application **Re-Application** X **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: 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 X 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 04-01-2022 to 04-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 03-24-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year visit was completed at this center on 2/13/23. 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. It was discovered that the center is/will also provide care to preschool aged children. The program operates on school days only. It is noted that this center reopened this school year after being temporarily closed for a period of time.

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. The center director states the center has added pay and incentives to staff based on their completion of additional training and coursework. She states the center also assists staff with obtaining their CDA which also adds additional wage incentives. 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:

109.4(3): Postings are required for: Mandatory reporter requirements. Notice of availability of handbook. Program activities. The certificate of license. Notice of exposure to communicable disease. These shall be posted in area frequented by parents or public.
1. The center typically has a board designed to display these required postings, however, staff did not put this out and when asked about the required postings, it was determined that the board itself is falling apart and can not be displayed properly.

109.9(3) Signed and dated Iowa immunization certificates are on file for each child enrolled.
1. Several children found in attendance without the current valid immunization certificate on file at the center as required nor had the parent signed off that the immunization certificate is on file, on site, in the school office.

109.10(1)b: School-age (for children five years and older and enrolled in school): Annual statement of health status signed

by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions.
1. _2_ files reviewed did not have the required statement of health.

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 gauze pads and tissues.

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. Staff bags/personal items out and accessible to the children.
2. Children observed at the snack table upon before washing hands for snack. Once cleaned and sanitized for snack activity, these table(s) should not be used for anything except for snack and until children and staff have washed hands immediately prior for this activity as is required.

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks. Menus planned one week in advance, made available to parents, and kept on file with substitutions noted. Avoid foods with high incident rate of causing choking.
1. Menu not visibly posted at the time of the visit.
2. Menu is not being updated with substitutions as is required.

V. SPECIAL NOTES/RECOMMENDATIONS:

1. Improve storage of children's personal items. These should not be piled on the floor. This has been noted previously. Staff state there are not enough baskets for the number of children present and that they have asked for more baskets.
2. Improve organization of the program materials and ensure there is an adequate supply of materials to meet children's needs. This has been noted previously.
3. Review hand washing procedures as they are posted. Staff shall provide improved supervision of this activity as well as demonstrate their accountability procedures for children especially when moving from place to place to ensure a child is not left unsupervised.
4. The center will need to submit documentation for the gas appliances inspections for the building (will need to be updated annually) as well as install a carbon monoxide detector on site as is required for programs that serve other than school age children.

The center will continue with a full license at this time, however, attention is necessary to remedy the items cited and corrections shall be obvious. The center is being placed in corrective action status and is being referred to work with the CCRR consultant. The center is directed to correct the items cited as well as address the items noted above in this section of the report and to submit a written corrective action plan, using the template provided, to the licensing consultant as to how and when those corrections are/will be completed. This plan should be submitted to the licensing consultant for review within 10 days of the receipt of this report. 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.