Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Dubuque Montessori School

Provider No.: 19251

Address: 2605 Pennsylvania AVE, Dubuque, IA, 52001

County: Dubuque

Director's Name: Elizabeth Duccini

On-Site Supervisor:

Phone Number: 5635006254

E-Mail: office@dubuquemontessori.org
bethduccini@dubuquemontessori.org

HHS Visit Date: 10/21/2025

Licensing Period: 12/01/2024 to 12/01/2026

Fire Inspection:

Date Inspected: 08/20/2025

Comments:

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 3

- [ ] Accrediation

Program Duration:

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Program Population Served:

- [ ] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			90		90
Summer					0

1. Basic Overview

An unannounced off year visit was completed at this center on 10/21/25. The center director, Elizabeth Duccini, was present along with other staff. The Montessori school is located in a large two story re-modeled barn type structure which the center leases from the City of Dubuque during the school year. There is a main level, upper level, lower level, and a "stage" (mid) level of the building. The program is open to children age two through six and provides Kindergarten. The program offers a preschool program and extended day services for families that need or want the service to include the hours of the center's operation. The program operates on school days only during the school year only and has to move entirely out of the building at the end of each school year. The program is non-profit and is governed by a voluntary board of directors that meets monthly. This program does not participate in the Voluntary Preschool Grant program.

The four program rooms are large and provide plenty of space for the children to move about and to access the many activity centers and materials available. The opportunities for learning are presented using traditional Montessori methods, materials, and philosophy. The center is very well stocked with items that support the Montessori philosophy and curriculum. There are plenty of arts/crafts materials as well. Materials appeared to be highly organized and are well maintained. Restroom areas are adjacent to all program rooms. Hand washing sinks are located within all program rooms. A diapering station is located near the restroom area on the lower level. All program space was observed.

The center serves morning snack, lunch, and afternoon snack all prepared on site in the center's kitchen area which is also highly organized. The center does participate in the CACFP.

2. Identify Observed Strengths of the program

The center director is qualified with experience, education, and training. The center director continues with a NAC credential through 7/2027. The center continues to be clean, is very organized, and is well managed. The staff work well together and were again observed to be highly engaged with the children in activities and provided careful supervision. Several of the staff have been with the center for quite a number of years. The center has obtained IQ4K Level Three through 2/28/27. The children appeared to be having a good experience at the center. Program rooms continue to offer an abundance of materials to support program needs including an excellent supply of books. The teachers in each program area complete detailed weekly lesson plans which go out to each parent the week before, and teachers also keep track, daily, of what each child has worked on individually. The center's licensing documentation and staff and child files continue to be highly organized. The attention to detail in the administration of this program does not go unnoticed.

3. Identify the aspects that fall below the standard

CHILD CARE CENTER ANNUAL EVALUATION

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

109.9(1)a: All files contain: Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record check. Copy of a request for child abuse information form, when applicable. Copies of results of Iowa record checks conducted through the SING for review by the department upon request. Copies of national criminal history check results. Any department issued documents sent to the center related to a record check, regardless of findings.
1. _1_ staff file reviewed missing documentation from the Iowa record check to indicate that the individual has cleared the record check. The Iowa record check must be cleared prior to the staff's involvement with child care.

109.10(1) Medications: The center shall have written procedures for dispensing, storage, and authorization, and recording of all prescription and nonprescription medications. All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.
1. Epi pen present without original pharmacy label.

5. Special Notes/Recommendations

The center was reminded of allowable age combinations. Two year old children may not be combined with four year old children, and three year old children may not be combined with school age children (age six and older) unless under the very specific rule 109.8(2)h for the very beginning and/or end of the day with only the number of children and staff present at the center as defined by the rule. The center will need to ensure compliance.

1. Ensure kitchen door remains closed at ALL times.

This center will continue with a full license. The center is directed to correct the item(s) noted above in this section of the report so that corrections are obvious. This report does not require a written response. Thank you.

Date: 10/28/2025

HHS Licensing Consultant: Heidi Hungate

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.