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

Name of Center: Our Lady of Guadalupe Early Childhood **Enrollment:** 143 **License ID No. (Reapplications)** 18744

Street: 2005 Kane Street **City:** Dubuque Iowa **Zip** 52001 **County:** Dubuque

Mailing Address: 2005 Kane Street , Dubuque, IA, 52001

Director's Name: Tina Pothoff **Phone Number:** 563-556-2820

On-Site Supervisor(s): none **E-Mail:** tpothoff@holyfamilydbq.org

Date(s) of Visit: 10-14-2024

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** **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: 08-22-2024

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			70	76	146
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2025 to 02-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 10-28-2024

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 10/14/24. The center director, Tina Pothoff, was present as were other staff. This center operates out of several rooms in the Mazzuchelli Middle School building. The center is part of the larger Holy Family Catholic School district. Holy Family has a well-defined administrative structure. All Holy Family programs are not for profit. This center operates on school days only and offers preschool and child care to children who attend this school. The center does participate in the Iowa Voluntary Preschool Grant program.

The child care building program space consists of five rooms located on the main level of the building;

Art room (room 70, school age child care) = 26 children
Three/four year old preschool room (room 72) = 24 children
Fours/fives/school age room (room 75) = 20 children
Fours/fives/school age room (room 77) = 20 children

The program rooms were observed to be well stocked with age appropriate materials to support the programming requirements. Rooms were set up with various learning/activity centers. Rooms were nicely decorated and displayed some of the children's projects. Children also access the gymnasium and the library in the building and the music room upstairs in this building at scheduled times. Program rooms include adjacent restroom areas as well as sinks located within the program rooms. Additional nearby hallway restroom areas are also available for the program to use. All program space was observed.

The center does participate in the CACFP program. The center serves breakfast, morning snack, lunch, and afternoon snack. There is an extra fee charged for breakfast and lunch meals. Meals are prepared in the school cafeteria in the main school building and brought to the child care center rooms. The school kitchen is licensed through IDPH and that license is current.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center director has many years of experience in child care both as a director and as a teacher. She has been the director of this program for many years. She states she has an early childhood endorsement obtained from the local community college and has worked in licensed center care for 30 plus years. The center has achieved Level One IQ4K. The building is clean and very well maintained. The center continues to be organized and well managed, and the staff appear to work well together. The staff were again observed to be highly engaged with the children in all program areas, and the children appeared to be enjoying their preschool experience. Teachers email weekly newsletters and a daily update detailing program activities to parents. Program rooms are well stocked with materials to support program activities including plenty of books which are also organized. The program utilizes the local AEA program where materials are borrowed to supplement program activities. The center's licensing documentation and files were again found to be highly 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. _1_ staff file reviewed did not have a completed Iowa record check or a completed national record check.

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. _1_ staff file reviewed did not have the physical completed pre-employment as required.

109.10(3): Medications.
1. Medication present without current authorization.

V. SPECIAL NOTES/RECOMMENDATIONS:

The center was reminded of allowable age combinations. Three year old children may not be combined with school age children 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 they are in compliance.

The center will continue with a full license. The center is directed to correct the items cited. The report does not require a written response so long as the corrections are obvious. 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.