Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Key West Early Childhood Center

Provider No.: 19233

Address: 10244 Key West Dr, Dubuque, IA, 52003

County: Dubuque

Director's Name: Sue Ellen Nolan

On-Site Supervisor:

Phone Number: 5635831881

E-Mail: kwecc@yousq.net

HHS Visit Date: 02/12/2026

Licensing Period: 08/01/2025 to 08/01/2027

Fire Inspection:

Date Inspected: 06/27/2024

Comments: Fire certificate dated 2/8/22 approves the three infant room additions.

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 1

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:30 AM to 5:30 PM		
Tuesday	6:30 AM to 5:30 PM		
Wednesday	6:30 AM to 5:30 PM		
Thursday	6:30 AM to 5:30 PM		
Friday	6:30 AM to 5:30 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	24	23	47	24	118
Summer					0

1. Basic Overview

An unannounced licensing visit was conducted at the center on 2/12/26. The center director, Sue Ellen Nolan, was present as were other staff. Since 1995, Sue Ellen was the director of the before and after school program that existed in this location when the school was still open and operated by the Holy Family Catholic Schools consortium. Sue Ellen is highly qualified with a diploma in early childhood education, NAC certification, and many years of experience and ongoing training hours over those years. This center is owned by Mark and Sarah Weber and Bob and Bobbi Jones and opened under their ownership in 2007. The center leases space in part of the Key West Parish Church school building. The center serves children age infant through five years on a year round basis, and offers school age programming during the summer. The program does participate in the Iowa Voluntary Preschool Grant program. The center director states the center uses the Creative Curriculum.

The center includes seven licensed program rooms: Twos room (two/three year old, room 1B1), threes room (three/four year old, room 1BC, room 1C4X (currently not in use, school age for summer), fours A room (room 1C4, four/five year old prek/child care), nursery room (room 1A10, zero to 12 months), transition room (room 1A10, 12 to 18 months), and toddler room (room 1AB, 18 through 23 months). Program rooms continue to be clean, well supplied, very organized, and are well maintained. Materials are accessible and nicely arranged. There are main boys and girls restroom areas down the hall from the classrooms each with several toilets/urinals and sinks. The two year old room does have two adjacent restroom areas (one toilet and sink each) as well as a diapering station within the program room near to the restroom area sinks. The infant/toddler rooms include a diaper station and hand washing sink within the program room as well as a separated food/bottle preparation sink. The other program rooms include a sink within the program room that is used for hand washing activities. The center is also able to use the gymnasium space that is located in another part of the building, in the parish space. This is a nice area for indoor large motor activities. The gym is now air conditioned. There are hallway

restroom areas nearby to the gym. All program space was observed.

The center does not participate in the CACFP. Morning snack, lunch, and afternoon snack are provided. The local grocery store caters lunch to the center. Parents do pay extra for lunch service. The center provides the morning and afternoon snack. The center does not have an actual kitchen but completes the meal and snack preparation from an additional room that, at the same time the center added the infant rooms, was remodeled as kitchenette space for the center. This new space includes a separate hand washing sink. Dish washing still occurs in the maintenance room where the dish washing machines are located. There is not a hand washing sink in this area, so the center posts a reminder of hand washing requirements for staff prior to all dish washing and dish handling activities on the door of this area. These kitchen areas are highly organized.

2. Identify Observed Strengths of the program

The center director has been at this location for many years. The center director is NAC certified. The center continues to be managed well. The staff and director continue to work very well together, and several of the staff have been with the center for a number of years. The center continues at Level 1 IQ4K. The center director states the center was the winner of the Tri States Community Choice Awards on 3/5/25. All program rooms and the hallways were nicely decorated with the children's projects and creations. The center is bright with many windows in the large program rooms. Rooms are well stocked with accessible materials to support program needs. The center has an excellent supply of books for the children all arranged by topic to be easily accessible to the staff for planning. The center continues to complete a portfolio binder for each child as a collection of items created throughout the school year as a keepsake for the child and family. The staff were observed to be highly engaged with the children in activities, and the children appeared to be quite comfortable in their surroundings. Licensing documentation is highly organized and the center director utilizes a tracking system to ensure child and staff files are in compliance.

3. Identify the aspects that fall below the standard

N/A

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

N/A

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 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 annual emergency plan review with staff is documented.

This center will continue with a full license. Please address the concerns noted above so that changes are obvious and remain in compliance. This report does not require a written response. Thank you.

Date: 03/03/2026

HHS Licensing Consultant: Heidi Hungate

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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**.