Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: New Horizon Academy - Cottingham & Butler

Provider No.: 52891

Address: 799 Locust St, Dubuque, IA, 52001

County: Dubuque

Director's Name: Jorie Douglas

On-Site Supervisor:

Phone Number: 5632161254

E-Mail: 3011@nhacademy.net

HHS Visit Date: 06/23/2026

Licensing Period: 06/16/2025 to 07/01/2027

Fire Inspection:

Date Inspected: 06/23/2026

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] 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 6:00 PM		
Tuesday	6:30 AM to 6:00 PM		
Wednesday	6:30 AM to 6:00 PM		
Thursday	6:30 AM to 6:00 PM		
Friday	6:30 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	72	42	88		202
Summer					0

1. Basic Overview

An unannounced off year visit was completed at this center on 6/23/26. Present for the licensing visit was the approved center director at the time of the visit, Christina Berger, and other staff. Subsequent the visit, Jorie Douglas is now the approved center director. This center is for profit and is one of eight New Horizon Academy centers in Iowa. Kelena Bonnell is the Area Director who oversees all of the Iowa locations. The center serves children age infant through five years. The center does participate in the Iowa Voluntary Preschool Grant program. The center reports enrollment of 170 children at the time of the visit.

The center includes 13 program rooms assigned for various age groups. The Twos B room was not in use at the time of the visit. The center includes an additional large room on the main floor called the "STEAM room" used for indoor activities. The center includes a large central space on the second floor called the "great room" that is used as multi-purpose activity space for various groups of children at various times of the day. Program rooms were observed to be spacious and to offer an excellent variety of choices of activities with new furnishings and plenty of accessible materials. All program rooms include sinks within the program rooms. Toddler and older rooms include adjacent restroom areas. Diaper stations are located in all but the two prek rooms. All program space was observed.

The center serves breakfast, lunch, and snack. The center does not participate in the CACFP. All meals and snacks are prepared on site by the kitchen staff person in the center's kitchen. The kitchen is designed well and is organized.

2. Identify Observed Strengths of the program

The center is new and was designed specifically as a child care center. Rooms are bright with windows, are spacious, and

include all new furnishings and materials. Materials to support program activities are abundant and are accessible to the children in all program rooms. The children's various crafts and projects are posted throughout the center. There is a strong focus on curriculum at this center, and the center has employed a "curriculum coordinator" to assist in writing lesson plans and to provide direct coaching to the staff. Activity planning is quite detailed. Each room posts "Our Learning Journey" board which showcases the month's activities including photos of the children participating in the activities and the projects they created. The STEAM area is large and includes many additional materials and centers that support science, technology, engineering, arts, and mathematics activities. The center is colorfully and thoughtfully decorated throughout to present a child and family friendly environment. The center includes a video monitoring system. Staff and child files and other required licensing documentation were found to be organized.

3. Identify the aspects that fall below the standard

109.10(1): Medications.
1. Emergency medications present without parent authorization form.
2. Medication authorization forms missing the specific beginning and ending dates for the period of authorization.
3. Expired epi pen present.

109.10(13)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.
1. Emergency plan postings missing the center name/address/phone number and phone numbers for police/fire/poison control.
2. Emergency plan postings missing at door from PK A to PK B, from PK B to PK B, door to hallway from Toddler A, door to hallway from Infant A, door to hallway from Infant B, and door to hallway from STEAM room.

109.11(3)a: Center shall ensure that:Facility and premises are sanitary, safe, and hazard free.Sufficient lighting shall be provided.Sufficient ventilation.Sufficient heating.Sufficient cooling.Equipment placed in the program area is maintained so as not to result in injury to the children.
1. Diaper ointments accessible in drawer in Twos A room.
2. Food items observed set next to hand washing sinks in PS A. At least 18 inches of separation required from hand washing sink for surfaces used for food service activities. Ensure food and food service items are only set on non porous surfaces that have been cleaned and sanitized immediately prior.

109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
1. Playground inspection not documented for 5/2026.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.Program complements but does not duplicate school curriculum.Schedule of program is posted in a place visible to parents.
1. No current lesson/activity plan posted for Twos A room.

109.12(4)b: Each infant and toddler shall be diapered in a sanitary manner as frequently as needed at a central diapering area. Diapering, sanitation, and hand-washing procedures shall be posted and implemented in every diapering area. There shall be at least one changing table for every 15 infants.
1. Review diaper changing procedures as they are posted. Staff observed not following the procedures in Toddler B (left gloves on throughout the process, did not wash child's or staff's hands after the diaper change) and Toddler A (did not wash child's hands after diaper change).

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

N/A

5. Special Notes/Recommendations

The center is reminded of the rules regarding combining different age groupings of children and what is allowed and when. Two year old children may not be combined with four year old children and three year old children may not be combined

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with six year old 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 shall ensure compliance.

1. Ensure kitchen door remains closed at ALL times.
2. Ensure each child has a valid Iowa HHS immunization certificate that is signed and dated by the medical personnel on file at the center before the child attends the center. Expired provisional certificates are not considered a valid certificate.
3. Children's water bottles shall go through the dish washing process at least daily.
4. Water bottles shall not be filled from the hand washing sinks. Drinking water or any other food/bottle preparation activities may not come from hand washing sinks.
5. Diaper waste cans need to be labeled for this material only in PS B, PS A, Twos C, Twos A, Toddler C, Toddler B, Toddler A, Infant A, Infant B This is a requirement for all diaper waste cans.
6. Ensure diaper station/bathroom spray bottles are clearly labeled for and used in these locations only and not for other functions in the room.
7. Hand washing posters are needed at hand washing sinks in Twos C, Toddler C, Toddler B, and STEAM rooms.
8. Ensure items are not set on cots.

The 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.

Date: 08/21/2026

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**.