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

Name of Center: DCY School-Age Program-Table Mound **Enrollment:** 34 **License ID No. (Reapplications)** 46446

Street: 100 Tower Dr **City:** Dubuque Iowa **Zip** 52003 **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): Daniel Homstrom **E-Mail:** dgustafson@dubuquey.org

Date(s) of Visit: 02-05-2024, 02-16-2024

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

LICENSING VISITS

New Application X **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 12-21-2023

FIRE INSPECTION **State** X **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 12-21-2023

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 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				50	50
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2024 to 02-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 02-26-2024

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 2/5/24. Staff files were reviewed at a separate visit on 2/16/24. This program is owned and operated by the Dubuque Community YMCA (DCY) and is located in the Table Mound 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 was not present at the site at the time of the visit. Daniel Holmstrom is the approved on site supervisor, and he was present along with another staff. This center serves school age children from this school only. The program operates on school days only.

The cafeteria/multi-purpose room is the primary space for this center. The center may also use the art room, gym, or library if the cafeteria is not available; however, the center has been advised that those rooms will need to meet all licensing requirements including capacity requirements before each use. The center uses tables set up for activities. The center has storage space for their materials in the cafeteria. The center uses separated boys and girls hallway restroom areas. Children do have to travel from the program space for all toilet and hand washing functions.

The center provides snack during the after school portion of the program. The center does participate in the CACFP. Snack is prepared and supplied by the Dubuque Community YMCA building kitchen. Snack items are brought to the center site.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center is managed by an experienced center director. The center provides a needed service to the children and families in this area. The center reports a good relationship with the school. The staff set activities out at the tables for children to engage upon arrival at the program. The staff appear to work well together. The staff appeared to know the children well and the children responded well to the staff.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

STAFF FILES:
109.7(1) All staff (within first three months of employment): • Two hours of approved training for the mandatory reporting of child abuse within three months of employment. • At least one hour of training regarding universal precautions and infectious disease control. • Certification in American Red Cross, American Heart Association, American Safety and Health Institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained. • Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained. • Minimum health and safety trainings, approved by the Department. If significant changes occur to content, the Department may require the training be renewed.

1. _1_ staff file reviewed did not have any of the required trainings completed within the first three months of employment.

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 staff physical documented on the required form.

CHILD FILES:
109.9(2): All files are updated at least annually and when a change occurs.
1. One child attending the program did not have a file on site.

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 water and hand sanitizer.

109.10(15)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. Fire and tornado drills not documented for 2/2023.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
1. Playground inspection not documented for 2/2023.

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.
1. Current menu not available or posted.

V. SPECIAL NOTES/RECOMMENDATIONS:

1. Staff shall wash hands immediately prior to handling food and food service items and then to assist children with snack, and at least one of the staff shall remain at the tables with children who are eating snack.
2. Ensure current activity plan is posted.
3. Staff were reminded that the soapy water wash and the rinse steps for food service tables are separate steps and should not be combined.

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.

*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.