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

Name of Center: Key West Early Childhood Center **Enrollment:** 72 **License ID No. (Reapplications)** 19233

Street: 10244 Key West Dr **City:** Dubuque Iowa **Zip** 52003 **County:** Dubuque

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

Director's Name: Sue Ellen Nolan **Phone Number:** 563-583-1881

On-Site Supervisor(s): **E-Mail:** kwecc@yousq.net

Date(s) of Visit: 01-27-2025

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

Date Inspected: 06-27-2024

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

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: X Profit Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

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

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2025 to 08-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 01-30-2025

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 conducted at the center on 1/27/25. 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 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 includes seven licensed program rooms: Twos room (two/three year old, room 1B1), threes room (three/four year old, room 1BC) fours B room (currently not in use, may be school age for summer, previously four year old child care room 1C4X), fours A room (room 1C4, four/five year old prek/child care room and school age 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.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

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 has achieved Level 1 IQ4K. 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 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.

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

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 evidence of first aid certification completed (staff hire date 7/5/24).

V. 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 items are not stored or set on diaper stations. Get out just the materials needed for the diaper change before starting each change.
2. Ensure separate cloths/towels are used for the different steps required for table surface preparation.

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.

*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.