Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: KCE Champions LLC @ Sageville Elementary

Provider No.: 52277

Address: 12015 Sherrill RD, Dubuque, IA, 52002

County: Dubuque

Director's Name: Kreg Lensch

On-Site Supervisor: Elizabeth Wells

Phone Number: 5636637482

E-Mail: kreg.lensch@discoverchampions.com
ssous@discoverchampions.com

HHS Visit Date: 10/22/2025

Licensing Period: 09/01/2025 to 09/01/2027

**Fire Inspection:**

Date Inspected: 07/28/2023

Comments:

**Report Visit Type:**

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

**License Type:**

- [X] Full
- [ ] Provisional

**Quality initiative:**

- [ ] Accrediation

**Program Duration:**

- [ ] Year-Round
- [X] 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:**

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

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Aged | Capacity |
|---|---|---|---|---|---|
| General | | | | 87 | 87 |
| Summer | | | | | 0 |

**1. Basic Overview**

An unannounced licensing visit was completed at this center on 10/22/25. Present for the licensing visit was the approved on site supervisor, Elizabeth Wells, and another staff. The center director for the KCE Champions child care programs in the Dubuque area is now Kreg Lensch. Kreg was not present on site for the visit. This site is one of several before/after school programs offered in a public school building and is owned and operated by KCE Champions LLC. The center is for profit. This particular site is located within the Sageville Elementary School. The program currently operates on school days only and serves school-age children currently from this school only.

The school gym is the primary licensed program space. The program includes several storage cabinets located in a storage room adjacent to the gym. Several shelving units and other various items are typically brought into the gym area that include program materials. The library (rooms 9 and 10) is the program's alternative space if the gym is not available. It is noted that the library has a maximum capacity of only 26 children. The children have to travel outside of the program spaces to use the restroom for toilet and hand washing activities. There are two single restroom areas in a hallway adjacent to the gym, and hallway restrooms nearby to the library that are used by the center. All program space was observed.

The center does not participate in the CACFP. The center serves morning and afternoon snack. The center contracts with the Dubuque School District to provide the snacks to the center.

**2. Identify Observed Strengths of the program**

The center provides a needed service to the community. The staff at this site appear to know the children well and were engaged in activities with the children. The children appear comfortable at the center and respond well to the staff. The

staff work well together. The staff are able to use a bulletin board in the gym area to post some of the children's crafts. The licensing binder was found to be organized.

**3. Identify the aspects that fall below the standard**

109.7(1): All staff (within first three months of employment):Iowa's training for the mandatory reporting of child abuse.At least one hour of training regarding universal precautions.Certification in 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, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed.

109.7(2): Center directors and all staff have the required contact hours of training.

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.

109.9(2)a-c: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care as well as who can pick up the child as authorized by the parent.

109.9(2)h: Signed and dated valid Certificate of Immunization, Certificate of Immunization Exemption, or Provisional Certificate of Immunization, provided by the department must be on file for each child enrolled as required by Iowa Administrative Code 641—7.

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.

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

STAFF FILES:
109.7(1): All staff (within first three months of employment): At least one hour of training regarding universal precautions. Minimum health and safety trainings (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
1. _1_ staff file did not have the Essentials trainings completed in the first three months of employment and did not have evidence of universal precautions training completed.

109.7(2): Center directors and all staff have the required contact hours of training.
1. _1_ staff file (OSS) did not have any annual training hours completed since 7/2023 (eight hours required annually). Subsequent the visit, the center director provided training hours completed in 10/2025 for the on site supervisor.

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.
1. _1_ staff file did not have evidence that the Iowa record check was completed prior to the staff starting at the center.
2. _1_ staff file Iowa record check due 7/2025 and not run until 9/2025 (Iowa record checks are due every two years and also the documentation indicates it is not yet complete. Subsequent this visit the center director provided correspondence indicating the record check has now been completed).

## CHILD CARE CENTER ANNUAL EVALUATION

CHILD FILES:
109.9(2)a-c: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care as well as who can pick up the child as authorized by the parent.
1. _1_ child file reviewed did not include pick up authorization.

109.9(2)h: Signed and dated valid Certificate of Immunization, Certificate of Immunization Exemption, or Provisional Certificate of Immunization, provided by the department must be on file for each child enrolled as required by Iowa Administrative Code 641—7.
1. _1_ child file reviewed was missing the immunization certificate.
2. _1_ child file reviewed immunizations were not documented on the required IDPH certificate.

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. Library area: One door is missing the center name/address/phone number and phone numbers for police/fire/poison control. Other door does not have any emergency plan posting.

**5. Special Notes/Recommendations**

1. Improve storage of food and food service items so that these items are maintained separate from other miscellaneous items. Staff shall be prepared when the main program space is not available so that materials are ready and accessible in the alternate space.

The center will continue with a full license. Please correct the item(s) cited and address the concerns noted above in this section of the report so that corrections are obvious and ensure that items remain in compliance. This report does not require a written response.

Date: 10/24/2025

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**.