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

Name of Center: Dubuque Childcare Center, LLC **Enrollment:** 117 **License ID No. (Reapplications)** 39824

Street: 3074 Cedar Crest CT **City:** Dubuque Iowa **Zip** 52003 **County:** Dubuque

Mailing Address: 7509 N Main ST, East Dubuque, IL, 61025

Director's Name: Melanie Ricke **Phone Number:** 563-556-0943

On-Site Supervisor(s): Mackenzie Sertle **E-Mail:** m.c.sertle@gmail.com, mricke46@gmail.com

Date(s) of Visit: 01-15-2025

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 12-02-2024

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

Date Inspected: 11-22-2023

Comments :

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	60	25	47	20	152
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2025 to 02-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 01-21-2025

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit took place at the center on 1/15/25. This center is one of two for-profit centers, owned and operated by Melanie Ricke. Melanie is the center director but has named Mackenzie Sertle as the on-site center director since Melanie is not always present at the center. Mackenzie is director qualified with a bachelor's degree in elementary education and several years of child care center experience, including three years working at the previous site location. Mackenzie was present on the day of this visit along with other staff. Mackenzie accompanied the licensing consultant throughout the majority of the visit. This center serves children age infant through school age. School age children attend on school and a few on non school days with the Dubuque School District providing busing to and from the center. The center does participate in the Iowa Voluntary Preschool Grant program.

The center is currently using the following program rooms on the main floor: Open/close school age room (first room near entrance, previously older toddler room, now four through school age), younger toddler room (10 through 23 months), transition room (six to 14 months), and infant room (approximately six weeks to eight months).

The center is currently using the following program rooms on the second floor: Older threes room (previously school age, room at the top of the stairs, currently not in use), young twos room (18 months through two years), threes room (three through four years), prek room (fours through five years), and older twos room (previously younger threes, across from prek room, two through three years).

Program rooms are spacious and generally appear clean, organized, and offer accessible materials to support program needs. Program rooms include adjacent restroom areas (some shared between rooms), diaper stations (for rooms needing these), and sinks within the program room as well. All program space was observed.

The center does participate in the CACFP. The center serves breakfast, lunch, snack, and another later snack. The center employs a cook, and food is prepared on site in the center's highly organized kitchen.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center continues to be very well managed, and the staff work well together. The center continues at level one IQ4K. The program rooms are large, bright with windows, and are colorfully decorated including displaying the children's projects and creations. The staff were once again observed to be engaged with the children in activities in all program rooms. The center does participate in the local AEA program where materials and books can be borrowed to supplement program activities. Staff and child files and other licensing documentation continue to be highly organized.

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

N/A

V. SPECIAL NOTES/RECOMMENDATIONS:

The individual maximum capacities of the rooms as they are currently configured at the center are as follows:

Main floor:
Open/close school age room (first room closest to the entrance door of the center) = 20 children
Younger toddler room (next to the open/close school age room) = 17 children
Nursery = 18 children
Transition room (across from nursery, cribs and cots) = 15 children

Second floor:
Older threes room (bonus room at top of stairway) = 8 children
Young twos room (across from stairway) = 20 children
Threes room (next to young twos room) = 19 children
Prek room (next to threes room) = 20 children
Older twos room (across from prek room) = 16 children

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.

The center will continue with a full license. 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.