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

Name of Center: DCY School-Age Program-Table Mound **Enrollment:** 32 **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: Kellee Peil Roussel **Phone Number:** 563-556-3371

On-Site Supervisor(s): Elisheba Richard **E-Mail:** dgustafson@dubuquey.org

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

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

LICENSING VISITS

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

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

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:** 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 off year visit was completed at this center on 1/27/25. 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. Kellee Peil Roussel is the center director for all DCY school age licensed child care programs. Kellee is qualified with a certificate in child development from a community college, several years of previous work in child care centers prior to coming to the DCY, and having completed additional training. Kellee was not present at the visit, however, the other center director for the DCY program, Courtney Morgan, did arrive at the center during the visit. Elisheba Richard is the approved on site supervisor, and she 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 Early Learning Center building kitchen. Snack items are brought to the center site.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center is generally well managed. The center provides a needed service to the children and families in this area. The center reports a good relationship with the school. Program materials are highly organized, and the staff set activities out at the tables for children to engage. The staff appear to work well together. The staff appeared to know the children well and the children responded well to the staff. Child and staff files and other required licensing documentation were found to be highly organized.

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

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. Tornado drill not documented for 4/2024.
2. Fire drill not documented for 5/2024.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
1. Playground inspection not documented for 5/2024.

V. SPECIAL NOTES/RECOMMENDATIONS:

1. Required postings should be made more visible to parents at the entry area of the building since parents typically do not come all the way into the program space.
2. Staff are reminded to 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.

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 so that corrections 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.