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

Name of Center: Hills & Dales Childcare **Enrollment:** 85 **License ID No. (Reapplications)** 18820

Street: 3505 Stoneman Rd **City:** Dubuque Iowa **Zip** 52001 **County:** Dubuque

Mailing Address: 1011 Davis Street, Dubuque, IA, 52001

Director's Name: Lisa McCarthy **Phone Number:** 563-556-7878

On-Site Supervisor(s): **E-Mail:** lmccarthy@hillsdales.org

Date(s) of Visit: 05-22-2025

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: 07-15-2023

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

Get-Well Evening Care X 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	40	30	49	11	130
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 11-01-2024 to 11-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 06-17-2025

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 5/22/25. The center director is Lisa McCarthy. Lisa was the assistant director prior to becoming center director. Lisa was present along with other staff on the day of the visit. Kara Huss is the Community Services Director for Hills and Dales and was also present for a portion of the visit including the overall review of the visit. The center is non-profit, and owned and operated by Hills and Dales. Hills and Dales has a well-defined organizational structure. The building also includes other programs run by the Hills and Dales organization. The center serves children age six weeks to 12 years and provides before and after school and non school day care. The center also serves children age 13 through 18 who have an identified disability.

The center consists of an open-type structure with program areas for children age two, and age three defined by walls and/or movable structures, a large entry area that serves as the center's kitchenette and where all but school age children and infants eat, a separate room for the young infants, a separate room for the pre-k children, a separate room for 12 through 23 months old children, restroom areas, an outdoor area, program room used for school-age children (located on the other side of the building and shared with other functions of the building but not at the same time), one conference room area (used for indoor large motor activities, not included in license capacity but available to use so long as the room meets licensing standards) that is located on the other side of the building, and the main kitchen which is also located on the other side of the building. The center does not currently participate in the Iowa Voluntary Preschool Grant program. Program rooms were once again generally nicely stocked with age appropriate toys, manipulatives, and art/craft supplies.

The main portion of the center has a boys and a girls restroom area with several toilets and hand washing sinks each. All children have to travel from their program rooms to wash hands and use the restroom. The exception to this is the nursery, the toddler room, and the two year old room which do have a hand washing sink and a diapering station within their program rooms. The room used for the school age children also includes a hand washing sink within the program room. Children from the school age room travel to hallway restrooms very near the room in that part of the building. All program space was observed.

The center serves breakfast, morning snack, lunch, and afternoon snack. This center does participate in the CACFP. The food is prepared in the main kitchen located on the other side of the building. That kitchen is licensed by the IDPH. The food is brought over to the center-side of the building (kitchenette area), and the center typically employs a staff person who is responsible to get the food ready to be served to the children.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Staff were observed to be engaged with the children in activities. The support and cooperation of the parent company, Hills and Dales, continues to be good. Program rooms and the common area are decorated with the children's projects on display. The center completes daily information for all children at the center. Licensing documentation for the licensing binder was found to be organized.

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

STAFF FILES:
109.7(1): All staff(within first 3 months of employment)Two hours of approved training FOR the mandatory reporting of child abuse. 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. _2_ staff files reviewed did not have all of the required certifications completed as required (one file essentials not completed within the first three months of employment, one file no evidence of first aid and cpr certification to date).

109.9(1)a: All files contain statement signed by staff indicating whether they have a criminal conviction or founded child/dependent adult abuse.
1. _2_ staff files reviewed did not have this statement.

109.9(1)b: All files contain: A signed copy of DHS criminal history record check or any other permission form approved by the Department of public Safety for conducting an Iowa or national criminal history check. A copy of Request for Child Abuse Information. Copies of the results of Iowa records checks conducted. Copies of national criminal history check results. Any Department-issued documents sent to the center related to records check.
1. _2_ staff files reviewed did not have evidence that the Iowa record check has been completed (one staff working at the center on the day of the visit who did not meet staff requirements for involvement in child care).
2. _1_ staff file reviewed did not have the national record check completed (one staff working at the center on the day of the visit who did not meet staff requirements for involvement in child care).

CHILD FILES:
109.9(2): All files are updated at least annually and when a change occurs.
1. _2_ child files reviewed did not have evidence of the annual update.
2. _2_ child files reviewed did not have curren physical.

109.10(3): Medications.
1. Medications present without medication authorization forms and/or medication authorizations missing the specific end date for the period of authorization.
2. Emergency medications present without emergency action plans.
3. Prescription medications present without original pharmacy label.

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 drill not documented for 4/2025.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease.
1. Ointments accessible to taller children on shelves in restroom area stall.
2. Many items accessible to children that should not be (choking hazards, items labeled to keep out of reach of children) in drawers in several rooms.
3. Staff bags accessible to children in the hippos and tigers rooms.
4. Sunscreen accessible to the children in the tigers room.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents.
1. No programs had the current lesson/activity plan posted or available.

109.12(5)b: Diapering, sanitation, and handwashing procedures posted and implemented in central diapering area.
1. Staff observed not following diapering procedures as they are posted. Get out just the materials needed for the diaper change before starting, staff did not wash the child's hands or their own hands after the process. All diaper waste cans shall be clearly labeled for this material only and only used for materials associated with the diaper change.

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. Improve procedures for standing diaper changes when shoes and clothing need to be removed. Provide a disposable/non absorbent paper liner for children to stand on and to set their clean items on during the process.
2. Remove items stored on the diaper station. This area shall remain free of items so that nothing is contaminated and so that the area can be properly cleaned and disinfected.
3. Improve crib spacing (three feet of space around a crib with a child in it).
4. Ensure foods that are potential choking hazards are not served and are not part of the menu.
5. Discussion occurred regarding the need for attention to the organization of and general cleanliness of the center.

The center will continue with a full license, however, immediate attention is needed to address the violations and concerns noted in this report. The center is being referred to work with the CCRR consultant. The center shall submit a corrective action plan within 30 days of the receipt of this report including evidence that a full audit of staff and child files has been completed and a specific plan for brining all into compliance. Ensure the specific date each staff person started at the center is indicated. The file audits shall establish a tracking system that will be utilized to help ensure compliance can be maintained moving forward.

*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.