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

Name of Center: HACAP Head Start-Engine House **Enrollment:** 16 **License ID No. (Reapplications)** 51197

Street: 1805 Central Ave **City:** Dubuque Iowa **Zip** 52001 **County:** Dubuque

Mailing Address: 1515 Hawkeye Dr, Hiawatha, IA, 52233

Director's Name: Christi Regan **Phone Number:** 563-348-5202

On-Site Supervisor(s): Barb Meneguin **E-Mail:** cregan@hacap.org

Date(s) of Visit: 10-30-2023

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: 01-25-2022

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 X Preschool-Age 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			30		30
Summer					0

QRS Rating: 4

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 02-01-2023 to 02-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 11-07-2023

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 the center on 10/30/23. The on site supervisor, Barb Meneguin, was present along with other staff. One staff primarily functions as the program cook but may also help out in the classroom as needed. This Head Start program is one of many managed by the HACAP entity. There is a well-defined organizational structure within HACAP. Christi Regan is the center director for this HACAP Head Start center. Christi was not present on site on the day of the visit. The building itself is very unique in that long ago, it was a fire engine house. The building has been entirely remodeled but has retained the character of the engine house appearance. There are other functions that take place on the second floor of the building, but these functions take place outside of Head Start hours. The Head Start program entrance is secure from other functions of the building.

The program room is very large and open and provides plenty of space for programming activities. The room is well stocked with organized and accessible age appropriate materials, supplies and furniture. The area continues to be nicely decorated with the children's projects and creations. Centers observed include; art, sensory tables, science, blocks, circle time area, dramatic play, listening, and Little Tikes computer station. Books are displayed nicely for the children. The center includes a restroom area that is adjacent to the program room including two toilets and two sinks. All program space was observed.

The center participates in the CACFP and serves breakfast, lunch, and snack prepared on site by a designated kitchen staff in the center's kitchen area. The kitchen area appeared generally clean and organized.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center continues to be managed by an experienced on site supervisor and assistant staff who was previously an on site supervisor at another HACAP Head Start program. The staff were once again observed to be highly engaged with the children in activities, and the large program area continues to be nicely supplied and arranged with games, toys, tables and other furnishings to support the scheduled activities. The room is organized, and materials are accessible and very well maintained. The program also includes an abundance of extra materials stored where able to be brought out for use. The staff utilize the local AEA program where they can regularly borrow materials to supplement their own materials. The room is bright with windows and is decorated to display projects and crafts the children are working on. The center has achieved a four star QRS rating through 1/31/24. Licensing documentation and child files were found to be highly organized.

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

STAFF FILES:
109.7(2): Center directors and all staff have the required contact hours of training.
1. _1_ staff file reviewed did not have evidence that any training hours have been completed since completing Essentials in 2019.

109.9(1)e: All files contain documentation to indicate that ongoing staff training requirements are met, including current

certifications in first aid/CPR and mandatory child abuse training.
1. _1_ staff file mandatory reporter certificate expired 3/2023.
2. _1_ staff file did not have evidence of first aid and cpr certification.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
1. No playground inspection documentation was available for last school year.

109.11(7)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034.
1. There is no documentation that the annual fuel burning appliances inspection have occurred since 11/2021. This is required annually and the documentation shall be maintained in the licensing binder on site.

V. SPECIAL NOTES/RECOMMENDATIONS:

1. Expired license is still posted. Please update.
2. Ensure kitchen door is kept closed at ALL times. When children travel to the outdoor play area, a staff shall stand such that children can not proceed into the kitchen space. This was reviewed with the center staff.
3. Ensure at least 18 inches of space between the hand washing sink in the kitchen and any counter space used for food/food preparation activities. The garbage disposal shall be repaired as soon as possible so that staff have access to that side of the sink. This was reviewed with the kitchen staff person.
4. Dish washing procedure is needed at the dish washing sink and should include the exact steps required including the mix ratio of the product the center is using to sanitize dishes per the manufacturer's instructions.
5. Two staff files did not have evidence of current universal precautions certification (one expired 4/2023 and the other expired 8/2023).
6. Organization and maintenance of staff files is needed. This has been noted previously. Ensure training hours certificates are filed together and in chronological order so that compliance can be easily determined.
7. The center is reminded that when staff is in the kitchen area they are not counted in ratio for the children.

The center will continue with a full license. Attention is needed for the organization and compliance of staff files as well as the compliance of the other required licensing documentation items that are to be maintained in the licensing binder on site. The center is directed to correct the items cited and the items noted above in this section of the report and to submit a written summary to the licensing consultant as to how and when those corrections are/will be completed. The written summary shall be submitted within 30 days of receipt of this evaluation. 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.