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

Name of Center: DCY Creative Learning Center **Enrollment:** 31 **License ID No. (Reapplications)** 18866

Street: 35 N Booth ST **City:** Dubuque Iowa **Zip** 52001 **County:** Dubuque

Mailing Address: 35 N Booth ST, Dubuque, IA, 52001

Director's Name: Courtney Morgan **Phone Number:** 563-556-3371

On-Site Supervisor(s): Kellee Peil-Roussel **E-Mail:** dgustafson@dubuquey.org

Date(s) of Visit: 07-10-2024

Licensing Visit X **Unannounced Visit** X **Off Year Visit** X **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: 04-08-2022

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 Preschool-Age X School-Age

Get-Well Evening Care Special Needs

SCHEDULE: Year-round School-Year X Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday			6:00 AM to 6:00 PM
Tuesday			6:00 AM to 6:00 PM
Wednesday			6:00 AM to 6:00 PM
Thursday			6:00 AM to 6:00 PM
Friday			6:00 AM to 6:00 PM
Saturday			

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General				30	30
Summer					0

QRS Rating: 1

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2023 to 08-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 07-25-2024

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 7/10/24. Deb Gustafson, the center director for all of the Dubuque Community Y child care programs at the time of the visit, stopped in during the visit briefly. Deb has since left the program, and Courtney Morgan is the qualified center director overseeing the DCY child care programs. Kellee Peil-Roussel is the on site supervisor for this program . Kellee was present and accompanied the licensing consultant through the majority of the visit. This center is located in the YMCA building. The program is overseen by a Board of Directors. This program now serves only school age children during the summer.

The center's licensed space now only consists of the Teen Center room on the lower level of the building. The room has a maximum capacity of 30 children.

The center may also use the gymnasium (main level, at least half of the gym may be available to the program with a dividing curtain) so long as it meets licensing requirements prior to each use.

The children have access to the indoor swimming pool areas. The school age children have to pass a skills test to be able to use the large pool. Pool use is treated as a field trip for the center, so there is/are extra staff. There is also an extra life guard on duty and a staff person who remains on the pool deck to assist with restroom activities, etc.

There is a girls and boys restroom area used on the lower level adjacent to the teen center room. The main level includes boys and girls locker room areas (separate from men’s and women’s).

The center participates in the CACFP. Meals and snacks are prepared at the DCY Early Learning Center in that kitchen and are brought to this center. The center serves breakfast, lunch and snack.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The on site supervisor, though new to the program, appears highly motivated to make improvements to the program and to meet licensing compliance. The teen center room has been painted (walls and floors), additional materials have been added, windows have been improved, and new air conditioner units installed since the last licensing visit. The center participates in the local AEA program where materials are borrowed to supplement program activities. The center includes a good supply of books that are arranged by topic. The on site supervisor states the center brings the Iowa State Extension program to the center on a weekly basis to provide additional lessons to the children based on whatever is the theme of that week. Staff and child files and other required licensing documentation were found to be organized.

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

STAFF FILES:
109.9(1)d: All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report.
1. _1_ staff file reviewed did not have the physical completed pre-employment as required.

109.10(3): Medications.
1. Medication administration record missing entries for whether or not the medication was given as directed.
2. Medication authorization missing the parent signature for permission to administer the medication.

109.11(3)d Record of monthly inspections of outdoor recreation area and equipment shall be kept.
1. Outdoor play area inspections not recorded for 11/2023 or 12/2023.

V. SPECIAL NOTES/RECOMMENDATIONS:

The administrative change aspect of this report is completed to reflect the change in the licensed program space for this site and thus the change in maximum capacity. The only room licensed is the teen center which can have a maximum of 30 children at any given time.

1. Ensure children's items kept clean and sanitary within their cubby space and not on the floor.
2. Required phone posting is needed at or on the phone.
3. Food preparation sink shall not be used for hand washing activities.
4. Ensure pea gravel for fall surfacing meets the depth requirements throughout the required fall zone areas. The on site supervisor states it has been replaced subsequent this visit.

This 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 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.