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

Name of Center: KCE Champions LLC @ Audubon Elementary **Enrollment:** 12 **License ID No. (Reapplications)** 52268

Street: 605 Lincoln AVE **City:** Dubuque Iowa **Zip** 52001 **County:** Dubuque

Mailing Address: PO Box 86, Anamosa, IA, 52205

Director's Name: Mona Williams **Phone Number:** 319-573-9473

On-Site Supervisor(s): Jonice Epps **E-Mail:** mona.williams@discoverchampions.com

Date(s) of Visit: 08-01-2023, 10-31-2023

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

LICENSING VISITS

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

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 08-07-2023

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

Date Inspected: 07-28-2023

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: Infants (0-23 mo.) 2 Years 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	60
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:		
	FULL license from	
X	**PROVISIONAL** license from	08-23-2023 to 10-01-2024
	DENIAL of initial application	
	SUSPENSION of license	
	REVOCATION of license	

Licensing Consultant: Heidi Hungate **Date:** 12-04-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced first licensing visit was completed at this new center on 10/31/23. The center was first visited on 8/1/23 and given permission to open without a license effective 8/23/23. At the time of this visit Jonice Epps was the only staff present and there was not an approved on site supervisor present. Subsequent the visit, Jonice Epps, was approved as the on site supervisor. The center director for the KCE Champions child care programs in the Dubuque area is Mona Williams. Mona was not present on site for the licensing visit. This site is one of several before/after school programs offered in a public school building and is owned and operated by KCE Champions LLC. The center is for profit. This particular site is located within the Bryant Elementary School. The program serves school-age children currently from this school only at the time of the licensing visit.

The school gym is the primary licensed program space. The program includes several storage cabinets located in two different rooms adjacent to the gymnasium. Several shelving units and other various items are brought into the gym area that include program materials. Room 125 (art room) is the program's alternative space if the gym is not available. It is noted that room 125 has a maximum capacity of only 24 children. There are restroom areas in a hallway adjacent to the gym. Children would travel to hallway restroom areas when using room 125. All program space was observed.

The center does not participate in the CACFP. The center serves afternoon snack on school days. Breakfast, lunch, and afternoon snack would be served on non school days. The center contracts with the Dubuque School District to provide the snacks to the center. On non school days children would be required to bring their lunch from home.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center provides a needed service to the community.

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

REQUIRED POSTINGS:
109.4(4): Requirements and procedures for mandatory reporting of suspected child abuse shall be posted where they can be read by staff and parents.
109.4(5): Child Care Centers and Preschool Licensing Standards and Procedures shall be available in the center and a notice stating a copy is available for review. Contact information of the child care consultant shall be included in the notice.
1. These postings were not available.

STAFF FILES:
109.6(2): Director or on-site supervisor on-site during the hours of operation or a minimum of six hours of center's hours of operation. Information on on-site supervisor's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination. On-site supervisor meets qualifications or is "qualifiable" with a plan established to meet qualifications.

1. At the time of the licensing visit it was discovered that the center did not have an approved on site supervisor. Subsequent the visit, Jonice Epps was approved.

109.9(1)a-e: Staff files.
1. One of the staff files had nothing in it so no information could be verified for this staff person.

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. _1_ staff file reviewed did not have evidence of the Iowa record check being completed as required.

109.8(2)d: At least one staff shall be present in every room. Brief absence of staff person permitted for 5 or less minutes when another staff person is present.
1. The center was staffed by one person at the time of the visit. She states she is routinely not able to get the program area set up prior to the children arriving. This requires her to leave the gym where the children are located to get items out for program activities. The children are left unsupervised briefly off and on during this time. She states she also steps out of the gym in order to answer the door as parents arrive to pick up children. The children are also unsupervised during those times.

109.9(2)a-g: Child Files.
109.9(3) Signed and dated Iowa immunization certificates are on file for each child enrolled.
1. Only two child files on site were complete. Two children attending without any file whatsoever, so no child file requirements could be verified for those children nor were they available for staff to be able to refer to including emergency contact, emergency consent, and pick up permission. Only five immunization certificates were present, and one of those was not valid because it was not dated.

109.10(11): Smoking and use of tobacco products shall be prohibited in the center and every vehicle used to transport children. Prohibited in outdoor play area during hours of operation. Nonsmoking signs shall be posted at every entrance and in every vehicle used to transport. Signs shall include: Telephone number for reporting complaints. Internet address to DPH.
1. This required posting missing from the entrance door that the program uses.

109.10(15)a: The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents, and lost or abducted children. Shall have guidelines for responding or evacuating in case of blizzards, power failures, bomb threats, chemical spills, or other disasters that could create structural damage to the center or pose health hazards. If center is within 10 miles of nuclear power plant, center shall have evacuation plan. Emergency plans shall include written procedures including plans for- Evacuation to safely leave the facility- Relocation to a common, safe location after evacuation- Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue- Lock down to protect children and providers from an external situation- Communication and reunification with parents or other adults Responsible for the children which includes emergency telephone numbers- Continuity of operations- To address the individual children, including those with functional or access needs.
1. The center did not have evidence of completed written emergency plans.

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 drills were not recorded for 9/2023 and 10/2023.
2. Emergency plans incomplete or missing entirely from the doors/exit doors as is required. Plans shall be posted at all doors/exit doors and shall include the diagrams and written instructions for fire and tornado, center name/address/phone number, and phone numbers for police/fire/poison control.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
1. Playground inspections were not recorded for 9/2023 and 10/2023

109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks. Menus planned one week in advance, made available to parents, and kept on file with substitutions noted. Avoid foods with high incident rate of causing choking.
1. Expired (September) menu posted.

109.15(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed. Staff preparing food that have injuries on hands wear protective gloves. Staff serving food use clean serving utensils and have clean hands/wear protective gloves.
1. Surfaces used for food preparation and food service activities are not being properly cleaned and sanitized immediately prior to this activity as is required. All surfaces to set food/food service items on shall be properly prepared per the

manufacturer's instructions on the product the center uses. Staff were observed either not to prepare all surfaces used and also the proper steps were not followed in the proper order per the manufacturer's instructions.

V. SPECIAL NOTES/RECOMMENDATIONS:

1. Ensure staff travel with children to restroom area vicinity in the gym to ensure children are properly supervised. Restroom area is in a hallway off of the gym and is not visible directly from the gym itself.
2. Ensure staff who are involved with any food service activity or handling food/food service items wash their hands immediately prior to that activity and keep hands clean.
3. Improve storage of food and food service items. Items shall be maintained separate and sanitary from other miscellaneous items. A separate cabinet and/or shelving space within a cabinet is recommended (not cardboard boxes or other open storage where items can be easily contaminated).
4. Ensure the first aid kit is stored where it is clearly labeled and where it is not accessible to the children.
5. Hand washing procedure postings are needed at hand washing sinks used by the program.

A provisional license is issued. It does not appear that this site has been properly supervised or adequately set up for child care at this point in time. It is clear that additional oversight is needed, and direct support from administration is necessary to ensure it is operating within licensing requirements, including required licensing documentation and staff and child file requirements/organization. The center is placed in corrective action status and is directed to correct the items cited and to submit a written corrective action plan, using the template provided, to the licensing consultant as to how and when those corrections are/will be completed. The center is formally referred to work with their local CCRR consultant to assist with and to monitor corrections. The written corrective action plan shall be submitted to the licensing consultant for review within 10 days of the receipt of this report.

APPROVAL FOR A PROVISIONAL LICENSE
The Department may issue a provisional license at time of new application or renewal when the center does not meet all licensing laws and rules. In some instances, the child care consultant may request a corrective action plan, including timelines. A provisional license may be in effect for up to one year. A provisional license may be renewed when a written plan to bring the center into compliance with the standard, giving specific dates for completion of work, are submitted to and approved by the Department. A center cannot receive a provisional license for more than two years in a row for being out of compliance with the same licensing standards. When the center submits documentation or it can otherwise be verified that the center complies with the licensing regulations or standards, the license will be upgraded from a provisional to a full license status. In addition, if a center is issued a license indicating it is fully in compliance with licensing requirements, but at a later date within the license period fails to be in compliance, the Department may reduce a license to a provisional status. Upon correction of the deficiencies and approval by the child care consultant, the provisional license may be upgraded to a full license.

*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.