Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: HACAP Head Start-Marita Theisen

Provider No.: 51952

Address: 1584 White Street, Dubuque, IA, 52001

County: Dubuque

Director's Name: Brenda Sullivan

On-Site Supervisor:

Phone Number: 5635878830

E-Mail: bsullivan@hacap.org

HHS Visit Date: 10/22/2025

Licensing Period: 12/01/2024 to 12/01/2026

**Fire Inspection:**

Date Inspected: 11/21/2023

Comments: Fire marshal comments: I inspected Marita Theisen Childcare Center on 9/26/2023. They had only a few small things to correct. Everything in the daycare has been corrected. I can't close out the inspection report however, until a few things are repaired in an attached garage that is used as storage only. I will email the completed inspection report to you as soon as the garage is complete. But the daycare building is complete and no issue remain. Completed inspection certificate rec'd 12/4/23 and issued with date 11/21/23.

**Report Visit Type:**

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

**License Type:**

- [X] Full
- [ ] Provisional

**Quality initiative:**

- [ ] Accrediation

**Program Duration:**

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

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**Program Population Served:**

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Aged | Capacity |
|---|---|---|---|---|---|
| General | 24 | 8 | 34 | | 66 |
| Summer | | | | | 0 |

**1. Basic Overview**

An unannounced off year visit was completed at this center on 10/22/25. This Head Start program is one of many managed by the HACAP entity. There is a well-defined organizational structure within HACAP. Brenda Sullivan is the center director for this HACAP Head Start center. Brenda was present on site on the day of the visit along with other staff. HACAP leases this building. The program includes Early Head Start and Head Start and provides care for children age infant through five years. The center operates during the school year only. The center does not participate in the Iowa Voluntary Preschool Program.

Program space is included on three floors of the building. Program rooms on the main floor include: EHS 1/infant/red room (youngest infants up to approximately 12 months of age), EHS 2/transition/orange room (12- 18 months), EHS 3/toddler/yellow room (18-24 months), and "large motor room" (break out space for infants and toddlers- not included in license capacity, currently not set up for use). Program rooms on the second floor include: EHS 4/toddler/green room (two through three years), EHS 5/blue room (two to three years), and HS 2/indigo room (three to five years). HS 1/purple room (three to five years) is located on the third floor of the building. Program rooms are bright with windows and are colorfully decorated. The rooms appear to be generally well supplied with materials. The children's crafts and projects are posted.

Most program rooms include two sinks within the room, one designated for hand washing and the other for food/beverage preparation activities. Rooms with children who are in diapers have diapering stations within the program room. Most program rooms that include children using the toilet also include an adjacent restroom area, some are shared between rooms. Children must travel to a hallway restroom area for toileting for the HS 2/indigo room. All program space was observed.

The center participates in the CACFP and serves breakfast, lunch, and snack prepared on site in the center's kitchen area by a designated kitchen staff. Kitchen organization has improved.

**2. Identify Observed Strengths of the program**

The staff were observed to be engaged with the children in activities. The rooms are bright with windows. The children's crafts and projects are posted throughout the center. The center director states that all EHS staff have to be CDA qualified within six months of hire. Staff and child files were found to be organized.

**3. Identify the aspects that fall below the standard**

109.7(1)
1. _1_ staff file reviewed did not have first aid, cpr, or essentials completed within the first three months of employment.

## CHILD CARE CENTER ANNUAL EVALUATION

109.10(13)b
1. Fire drills not documented for 2/2025 and 5/2025.
2. Tornado drill not documented for 5/2025.

109.11(4)b
1. Playground inspections not documented for 1/2025 through 6/2025.

**4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance**

N/A

**5. Special Notes/Recommendations**

1.Ensure current lesson/activity plans are posted where visible for each room.

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 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.

Date: 11/24/2025

HHS Licensing Consultant: Heidi Hungate

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.