Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Sacred Heart Preschool and Childcare

Provider No.: 45571

Address: 302 Eddy Place, Maquoketa, IA, 52060

County: Jackson

Director's Name: Andrea Kuhlman

On-Site Supervisor:

Phone Number: 5636523743

E-Mail: andrea.kuhlman@sacredheartmaq.org

HHS Visit Date: 04/20/2026

Licensing Period: 08/01/2025 to 08/01/2027

Fire Inspection:

Date Inspected: 04/08/2026

Comments: Rec'd email correspondence from fire inspector approving space on 8/20/25, to send final certificate when fire inspector completes this.

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:30 AM to 6:00 PM		
Tuesday	6:30 AM to 6:00 PM		
Wednesday	6:30 AM to 6:00 PM		
Thursday	6:30 AM to 6:00 PM		
Friday	6:30 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	16	10	47	105	178
Summer					0

1. Basic Overview

An unannounced off year visit was completed at this center on 4/20/26. Andrea Kuhlman is the center director and was present along with other staff. Andrea is qualified with an AA degree in early childhood education, five years as center director at this center along with previous center director experience at another center, and other experience that is not child care center specific (accounting and parents as teachers program). This center is part of the Sacred Heart Catholic School. The portion of the preschool/child care that is licensed does not participate in the Iowa Voluntary Preschool Grant program. The center provides child care for infants through school age and three year old preschool. Some children from the local public school do attend this center for child care. The center director states the center uses center created curriculum that is theme based with book, art, centers, circle time, special activity for the week, and music. The center reports enrollment of 153 children at the time of the visit.

The center is comprised of the child care building and some space in the main school building located across the street from the child care building. The child care building now includes the following program rooms: Nursery room (zero to 18 months, not yet in use at the time of the visit), toddler room (18 months to three years), three year old preschool/child care room (three through five years), prek room/childcare room (may be used for three through five years child care when needed and when not in use by the prek program), and transition room (three to five year old child care room, "front room"). Program space in the main school building includes the following: cafeteria and gym (used for school age child care). The school building includes hallway restroom areas for boys and girls with several toilets/urinals/sinks in each. Program rooms in the child care building now have adjacent restroom areas adjacent to or within all program rooms with the exception of the prek room which includes a single restroom in hallway space adjacent to that room. Program rooms with children in diapers include a diaper station within the program room. All program rooms in this building have at least one hand washing sink within the program room. All program space was observed.

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The center does not participate in the CACFP. The center serves snack, lunch and snack on school days. Lunch is prepared in the school cafeteria kitchen by school staff on school days. The school kitchen is licensed by IDPH. The center charges an extra fee for lunch. Morning snack is provided by the parents for three year old preschool group. The center provides morning snack for the other children and all afternoon snack. On non school days children are required to bring lunch from home (center provides milk for this) except in the case where lunch is provided by the local school district. The center is reminded of the requirement monitor and supplement lunches brought from home for the children who are not school age as is required.

2. Identify Observed Strengths of the program

The center continues to be well managed, is organized, and the staff work well together. The staff were observed to be highly engaged in activities with the children, and the children appeared to be enjoying their time in child care. The program continues to have good support from the community. The center has gone through significant remodel and building addition. The rooms are well designed and the furnishings are being well maintained. The preschool and school buildings continue to be well maintained. The preschool building is bright, rooms are spacious and colorfully decorated. The center has plenty of books for the children. The center's required licensing documentation and staff and child files continue to be highly organized.

3. Identify the aspects that fall below the standard

109.7(1): All staff (within first three months of employment):Iowa’s training for the mandatory reporting of child abuse.At least one hour of training regarding universal precautions.Certification in 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, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed.
1. _1_ staff file reviewed did not have the mandatory reporter certification completed within the first three months of employment as required.

109.10(1): Medications: The center shall have written procedures for dispensing, storage, and authorization, and recording of all prescription and non-prescription medications.Staff must be over 18 to administer medication.All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child’s name.For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription.Staff shall not provide medications to a child if pre-service/orientation training for medication management has not been completed.
1. Medications in the infant room did not have complete parent authorizations.

109.12(4)b: Each infant and toddler shall be diapered in a sanitary manner as frequently as needed at a central diapering area. Diapering, sanitation, and hand-washing procedures shall be posted and implemented in every diapering area. There shall be at least one changing table for every 15 infants.
1. Review diaper changing procedures as they are posted. Staff shall wash hands after cleaning the diaper station.

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

N/A

5. Special Notes/Recommendations

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Targeted Assessment: Behavior Management
I discussed with (director) their oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance.
The center director provided the following responses:
1) I encourage the staff to focus on prevention. If you are interacting with the kids, they are going to see less behaviors. I tell my staff to try to tell the kids what they should be doing versus using the words no or stop. We try to use rewards for positive behaviors as well. We teach the children what the classroom rules and expectations are. We remind the kids when they aren't following the rules. Obviously, there are times that behaviors do occur, and we try to use redirection if possible. If a child needs to be removed from the situation, we typically have them read a book in the book nook to calm themselves down and think about their behavior. The main things I stress with my staff is active supervision at all times., speaking respectfully to children, staying calm during challenging situations, making sure you are following licensing policies, and addressing behavior immediately and consistently.
2) I do sometimes need to remind my staff that the kids are young, and they need to have patience with them. I have told staff that they need to come find me if I am available to give them a break or switch rooms with someone if they are feeling overwhelmed and stressed. We use different techniques such as smell your flower, blow out your candle, counting and giving long hugs to calm the kids and ourselves down. I have changed staff to different rooms when they get overwhelmed in one certain room.
3) I can't say I have a way that I particularly monitor these techniques. We do have meetings pretty regularly and I have told all staff that they can come to me whenever they need to.

The center is reminded of the updated rules regarding combining different age groupings of children and what is allowed and when. Two year old children may not be combined with four year old children and three year old children may not be combined with six year old 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. Ensure staff file requirements are completed timely as required.

This center will continue with a full license. Please address the violation(s) and/ot the concern(s) noted in the report so that corrections are obvious and ensure that items remain in compliance. This report does not require a written response. Thank you.

Date: 05/26/2026

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**.