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

Name of Center: Key West Early Childhood Center **Enrollment:** 80 **License ID No. (Reapplications)** 19233

Street: 10244 Key West Dr **City:** Dubuque Iowa **Zip** 52003 **County:** Dubuque

Mailing Address: 10244 Key West Dr, Dubuque, IA, 52003

Director's Name: Sue Ellen Nolan **Phone Number:** 563-583-1881

On-Site Supervisor(s): **E-Mail:** kwecc@yousq.net

Date(s) of Visit: 04-18-2023

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

LICENSING VISITS

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

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

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

Date Inspected: 05-04-2021

Comments : Fire certificate dated 2/8/22 approves the three infant room additions.

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: X Infants (0-23 mo.) X 2 Years X 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	24	23	47	24	118
Summer					0

QRS Rating: 5

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:** 04-25-2023

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was conducted at the center on 4/18/23. The center director, Sue Ellen Nolan, was present as were other staff. Since 1995, Sue Ellen was the director of the before and after school program that existed in this location when the school was still open and operated by the Holy Family Catholic Schools consortium. This center is now owned by Mark and Sarah Weber and Bob and Bobbi Jones and opened under their ownership in 2007. The center leases space in part of the Key West Parish Church school building. The center serves children age two through five years on a year round basis, and offers school age programming during the summer. The program does participate in the Iowa Voluntary Preschool Grant program.

The center includes seven licensed program rooms: Twos room (room 1B1), threes room (room 1BC) fours B room (room 1C4X), fours A room (room 1C4, four/five year old prek/child care room and school age child care), nursery room (room 1A10, zero to 12 months), transition room (room 1A10, 12 to 18 months), and toddler room (room 1AB, 18 through 23 months). Program rooms continue to be clean, well supplied, very organized, and are well maintained. Materials are accessible and nicely arranged. The infant and toddler rooms recently added to the center are newly remodeled space and include all new furnishings. There are main boys and girls restroom areas down the hall from the classrooms each with several toilets/urinals and sinks. The two year old room does have two adjacent restroom areas (one toilet and sink each) as well as a diapering station within the program room near to the restroom area sinks. The infant/toddler rooms include a diaper station and hand washing sink within the program room as well as a separated food/bottle preparation sink. The other program rooms include a sink within the program room that is used for hand washing activities. The center is also able to use the gymnasium space that is located in another part of the building, in the parish space. This is a nice area for indoor large motor activities. The gym is now air conditioned. All program space was observed.

The center does not participate in the CACFP. Morning snack, lunch, and afternoon snack are provided. The local grocery store caters lunch to the center. Parents do pay extra for lunch service. The center provides the morning and afternoon snack. The center does not have an actual kitchen but completes the meal and snack preparation from an additional room that, at the same time the center added the infant rooms, was remodeled as kitchenette space for the center. This new space includes a separate hand washing sink. Dish washing still occurs in the maintenance room where the dish washing machines are located. There is not a hand washing sink in this area, so the center was reminded of hand washing requirements prior to all dish washing and dish handling activities.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

The center director has been at this location for many years. The center director is NAC certified. The center is managed well. The staff and director continue to work very well together, and several of the staff have been with the center for a number of years. The center continues at the highest five star QRS rating. All program rooms and the hallways were nicely decorated with the children's projects and creations. The center is bright with many windows in the large program rooms. Rooms are well stocked with accessible materials to support program needs. The center has an excellent supply of books for the children all arranged by topic to be easily accessible to the staff for planning. The center continues to complete a binder for each child as a collection of items created throughout the school year as a keepsake for the child and family. The

staff were observed to be highly engaged with the children in activities, and the children appeared to be quite comfortable in their surroundings. The center participates in the local AEA program where materials can be borrowed to supplement activities. Licensing documentation is highly organized and the center director utilizes a tracking system to ensure child and staff files are in compliance. New flooring has been installed in each of the classrooms. A new climbing structure and fall surfacing has been added to the outdoor play area for the non infant children. The infant/toddler play area has been finished since the last licensing visit.

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

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
1. _1_ child file reviewed did not have complete doctor information.
2. _2_ child files reviewed did not have complete dentist information.

V. SPECIAL NOTES/RECOMMENDATIONS:

1. Refrigerator in the fours A room observed over 40F and logged this way many times. Ensure refrigerators maintain temperature of 40F or below.
2. Label "diaper station" rinse spray bottle for this location only in the twos room and in the transition room.
3. If diaper station is to be used in the girls hallway restroom area then a diaper procedure posting is needed there as well as a foot press operated diaper waste can labeled for this material only.
4. Ensure staff wash their hands between children when wiping faces/hands/etc.

This center will continue with a full license. Please address the violation and the concerns noted above so that changes are obvious and remain in compliance. This report does not require a written response. 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.