Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: DCY School-Age Program - Carver

Provider No.: 46460

Address: 2007 Radford Rd, Dubuque, IA, 52002

County: Dubuque

Director's Name: Kellee Peil Roussel

On-Site Supervisor: Anna DuCharme Guise

Phone Number: 5635563371

E-Mail: dgustafson@dubuquey.org

HHS Visit Date: 02/18/2026

Licensing Period: 04/01/2026 to 04/01/2028

Fire Inspection:

Date Inspected: 04/29/2026

Comments:

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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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:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			4	30	34
Summer					0

1. Basic Overview

An unannounced licensing visit was completed at this center on 2/18/26. Staff files were reviewed at a separate visit on 2/17/26. This program is owned and operated by the Dubuque Community YMCA (DCY) and is located in the Carver Elementary School building by agreement with the school. Kellee Peil Roussel is the center director for all DCY school age licensed child care programs. Kellee is qualified with a certificate in child development from a community college, several years of previous work in child care centers prior to coming to the DCY, and having completed additional training. Kellee was present at the center during the visit along with other staff. Anna DuCharme Guise is the approved on site supervisor. Anna was not present on the day of the visit. The program operates on school days only. The center director states this program no longer includes preschool age children.

The commons area is the licensed space for this center. The center has a storage cabinet and uses cafeteria tables set up for their activities in this area. There are separated boys and girls restroom areas that are adjacent to a portion of this space as well. The center may use the gymnasium when it is available so long as it meets licensing requirements prior to use. The gym includes an adjacent single restroom area.

The center participates in the CACFP. The center provides snack during the after school portion of the program. Snack is prepared and supplied by the DCY Early Learning Center building kitchen. Snack items are brought to this site from that location.

2. Identify Observed Strengths of the program

The program is well managed by the center director and on site supervisor. Program materials are highly organized and

staff did a good job of setting materials out at the tables for the children to engage in activities upon their arrival to the program. The staff at this site once again appear to know the children well, and the children respond well to the staff. The staff appear to work well together. The center provides a needed service to the children and families in this area. The center reports a good relationship with the school. Licensing documentation and staff and child files were found to be highly organized.

3. Identify the aspects that fall below the standard

109.7(2): Center directors and all staff have the required contact hours of training.
1. _1_ staff file reviewed did not have the required six hours of annual training as required.

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.
1. _1_ staff file reviewed did not have the record checks completed in full 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. Documentation noting whether or not the medication was given for a daily medication is missing.

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

N/A

5. Special Notes/Recommendations

Fire inspection received 5/1/26. Report can be completed.

1. Ensure the first aid kit includes water.

The center will continue with a full license. Please correct the item(s) cited and address the concerns noted above in this section of the report so that corrections are obvious and ensure that items remain in compliance. This report does not require a written response.

Date: 03/02/2026

HHS Licensing Consultant: Heidi Hungate

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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**.