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

Name of Center: KCE Champions LLC @ Audubon Elementary **Enrollment:** 6 **License ID No. (Reapplications)** 52268

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

Mailing Address: PO Box 39 , Swisher, IA, 52338

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

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

Date(s) of Visit: 05-23-2024

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

LICENSING VISITS

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

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

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:	
X	**FULL** license from 05-23-2024 to 10-01-2025
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 07-02-2024

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

Since the first licensing visit and issuance of the provisional license, most of the deficiencies cited have been corrected:
1. Required postings are present and organized on the postings board.
2. Approved on site supervisor was present.
3. Staff and child files were present on site and were found to be organized.
4. The center supervisor is arriving earlier so that she can set up the program prior to the children arriving thus not leaving them unsupervised.
5. Center has completed their written emergency plan and it is available in the licensing binder.
6. Current menu was posted along with the other required postings.
7. Staff did a good job of preparing surfaces used for food activities and only used surfaces that had been prepared.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year visit was completed at this center on 5/23/24 to check on the status of the provisional license. Jonice Epps is the approved on site supervisor and was present as the only staff. 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 Audubon 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 a room 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. The on site supervisor for this program appears highly motivated and obviously takes pride in her work and has made a concerted effort to correct many of the deficiencies that led to the provisional license. She appears to know the children well and provides careful supervision. Required documentation for licensing as well as staff and child files were found to be organized.

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

STAFF FILES:
109.6(6) Record checks. d. National criminal history checks (3) The child care center shall provide fingerprints to the department of public safety prior to a person’s involvement with child care at the center.
1. _1_ staff file reviewed still did not have the national record check completed as required. The center has since

completed this process. The center is reminded of the requirements for record checks and that all documentation from a record check is to be placed in the staff file.

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 documented for 11/2023 or 12/2023.

109.11(3)d: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
1. Playground inspections were documented for 11/2023 or 12/2023.

V. SPECIAL NOTES/RECOMMENDATIONS:

It is noted that the program was using the library space at the time of the visit because the gym was not available. The library is not part of the approved space at the present time. The center administration has stated they will ensure that the gym or the art room are used. The center administration has been advised to contact the licensing consultant prior to if they wish to change licensed space in the building.

1. No smoking postings were located at the entrance doors used by the program at this visit, however, they are not the correct postings. Please replace with the posting that includes the IDPH information for complaints.
2. Hand washing procedure postings are needed at hand washing sinks used by the program. This was noted previously.

A full license is issued. 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.

*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.