Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: DCY Creative Learning Center

Provider No.: 18866

Address: 35 N Booth ST, Dubuque, IA, 52001

County: Dubuque

Director's Name: Kellee Peil-Roussel

On-Site Supervisor: Anna Guise

Phone Number: 5635563371

E-Mail: kroussel@dubuquey.org

HHS Visit Date: 06/29/2026

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

Fire Inspection:

Date Inspected: 07/29/2025

Comments:

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

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:00 AM to 6:00 PM		
Tuesday	6:00 AM to 6:00 PM		
Wednesday	6:00 AM to 6:00 PM		
Thursday	6:00 AM to 6:00 PM		
Friday	6:00 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				30	30
Summer					0

1. Basic Overview

An unannounced off year visit was completed at this center on 6/29/26. Staff files were provided and reviewed on a separate date on 7/30/26.
Kellee Peil-Roussel is the center director for all of the Dubuque Community YMCA (DCY) school age child care programs. Kellee is qualified with a one year certificate in child development, and child care center experience since 2015 at various licensed child care centers, including management experience. Kellee arrived at the center during the visit and accompanied the licensing consultant through the majority of the visit. Anna Guise is the approved on site supervisor. Anna was not present on the day of the visit. This center is located in the YMCA building. The program is overseen by a Board of Directors. This program currently serves school age children during the summer only. The center director states the center's curriculum is center created weekly plans based on STEM, art, tablework (math, writing, spelling), and large group activities. The center reports enrollment of 27 children.

The center's licensed space has consisted of the Teen Center room on the lower level of the building. The room has a maximum capacity of 30 children. The center director states the center no longer uses the Studio 2 Room, so that room has been removed from the license capacity with this report.

The center may also use the gymnasium (main level, at least half of the gym may be available to the program with a dividing curtain) so long as it meets licensing requirements prior to each use.

The children have access to the indoor swimming pool areas. The school age children have to pass a skills test to be able to use the large pool. Pool use is treated as a field trip for the center, so there is/are extra staff. There is also an extra life guard on duty and a staff person who remains on the pool deck to assist with restroom activities, etc.

CHILD CARE CENTER ANNUAL EVALUATION

There are two single restroom areas adjacent to the teen center room. The main level includes boys and girls locker room areas (separate from men's and women's) that the center uses for changing for swimming activities. There are two single restroom areas also on the main floor that would be used by the children if needed when the children are using the gym.

The center participates in the CACFP. Meals and snacks are prepared at the DCY Early Learning Center kitchen and are brought to this center. The center serves breakfast, lunch and snack.

2. Identify Observed Strengths of the program

The staff were observed to be engaged with the children in activities. Child files and other required licensing documentation were found to be organized.

3. Identify the aspects that fall below the standard

109.10(1): Medications.
1. Over the counter medication not labeled with the child's name as required.
2. Medication authorization missing entry for whether or not the medication was given as instructed.

109.10(14)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.
1. Children out of sight of staff when using the restroom areas. Multiple children in the area at the same time and not supervised.

109.13(5)b: Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed.Staff preparing food that have injuries on hands wear protective gloves.Staff serving food use clean serving utensils and have clean hands/wear protective gloves.
1. Food service surfaces not cleaned and sanitized immediately prior to this activity as is required for any surface that is to be used for food or food service items.

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

N/A

5. Special Notes/Recommendations

Staff files provided on 7/30/26. Report can be completed.

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) Prior to the start of every program, staff are required to attend an all day meeting going in depth about program expectations and within the meeting, discussions are held explaining HHS expectations and our own expectations directly from the parent handbook. Staff are also shown the available trainings they may take within ipower and the Child Care Education Institute to help better understand behavior management. Staff that begin after the start of a program receive in depth orientation going over everything from the all day meeting with other staff prior to the program.
2) I encourage staff to step away or "tap out" from a situation once they start raising their voice and/or arguing with a child. My staff communicate with me that they need a few minutes to which I stand in for them. I have given my staff advice and tools for de-escalation whether that be utilizing our new sensory room, utilizing sensory toys, or encouraging children to take a break from the program area if ratio allows. My staff know that they can come to me and we will problem solve together and with parents to understand how we can better handle the child's behaviors.
3) I monitor my staff's skills and our expectations by observing my staff actively in the classroom and discussing with other staff how they feel or what they notice during escalated situations. Then based on my observations and discussions, I speak with staff to discuss how they are feeling, what they think is working or not, and encourage (sometimes require) them to

CHILD CARE CENTER ANNUAL EVALUATION

take behavior management training.

1. Ensure past activity plans and menus are kept in the licensing binder.
2. Improve food storage. Ensure all open food items are stored in a sealed container or ziploc and dated for freshness.
3. Improve presentation of materials and general organization of the room. This was discussed with the center director.
4. Ensure complete staff files are available for review at the licensing visit.

This center will continue with a full license. Please address the violation(s) and/or 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: 07/15/2026

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**.