Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: DCY Early Learning Center

Provider No.: 52405

Address: 7788 Chavenelle Road, Dubuque, IA, 52002

County: Dubuque

Director's Name: Brooke Finn

On-Site Supervisor:

Phone Number: 5635560443

E-Mail: Cmorgan@dubuquey.org

HHS Visit Date: 01/30/2026

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

Fire Inspection:

Date Inspected: 04/03/2026

Comments: New rooms approved and entire center fire inspection completed with 4/3/26 per fire inspector

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	6:00 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:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	91	33	96	60	280
Summer					0

1. Basic Overview

An unannounced licensing visit was completed at this center on 1/30/26. Kellee Peil-Roussel was the approved center director at the time of the visit, however, subsequent the visit, Brooke Finn, is the center director. Brooke is qualified with a bachelor's degree in elementary education, several years of teaching elementary school, and experience and training working at and helping to manage this center for the past year. Kellee and Brooke were able to accompany the licensing consultant throughout the majority of the visit. This site is one of several child care programs owned and operated by the Dubuque Community YMCA (DCY). The DCY has a well defined administrative structure. The center is non-profit. This particular site is located in a building that at least a portion of it has been remodeled as the child care center. The center does not participate in the Iowa Voluntary Preschool program, however, the Dubuque school district does administer this program in a separate location in the same building and children from that program may attend the child care center outside of preschool time. The center describes their curriculum to follow the Iowa Early Learning Standards with teachers creating a monthly theme and weekly plans including communication, language, literacy or social studies, a math or science activity, a fine or gross motor skill, a daily creative arts activity, and social emotional development. The center reports enrollment of 98 children at the time of the visit.

The center includes 10 different program rooms assigned for various age groups. Three of those rooms were not in use currently. The center is requesting to add four additional rooms to the center with this report. Those rooms are also not yet in use. The center has added two "sensory rooms". The center director describes these as one staff/one child space for children who need a break from the group or a cool down period. The center includes an additional large room that is used as large motor space for various groups of children at various times of the day. Program rooms were generally observed to be spacious and to offer a variety of choices of activities with new furnishings and accessible materials. All program rooms include sinks within the program rooms. Toddler and older rooms include adjacent restroom areas. Diaper stations are

located in two year old and younger rooms. Program rooms include at least one hand washing sink. Most rooms also include a sink labeled for food preparation. All program space was observed.

The center serves breakfast, lunch, and snack. The center does participate in the CACFP. All meals and snacks are prepared on site by the kitchen staff person in the center's kitchen. The kitchen is designed well and is organized.

2. Identify Observed Strengths of the program

The center is just a couple of years old and was designed specifically as a child care center. Rooms are bright with windows, are spacious, and have new furnishings. The center director states daily records are completed and sent to parents for all children. The staff were observed to be engaged with the children in activities. Staff and child files and other required licensing documentation were found to be organized. The center director has continued working with the local CCRR consultant as well as the local child care nurse consultant on center improvements and room arrangements. It is recommended that this consultation continue.

3. Identify the aspects that fall below the standard

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 evidence that the national record check had been submitted. Subsequent the visit it has been completed.

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 including also for proper steps in cleaning and disinfecting the diaper station surfacing and hand washing requirements.

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 were not properly cleaned and sanitized immediately prior to use as is required. The center is reminded that the soap and rinse steps are completed separately and that the sanitizing product does have a dwell time that it needs to sit on the surface before being wiped. Tables shall be prepared before children begin washing hands so that they can travel directly to the table to be seated.

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

N/A

5. Special Notes/Recommendations

Fire inspection received on 4/13/26, report can be completed.

Documentation for the required annual fuel burning appliances inspections received on 3/19/26. Fire inspection approval for the four additional rooms received on . Report may now be completed. In the future, please ensure ALL gas appliances in the building are inspected timely each year and that documentation of this is placed in the licensing binder. This has been noted previously.

The maximum capacities for the four additional rooms are as follows:
School age 1 = 30 children
School age 2 = 30 children

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Toddler 3 = 20 children
Threes 2 = 20 children
*It is noted that what was the school age room before adding these rooms is now a four/five year old room.

The center was reminded of allowable age combinations. Two year old children may not be combined with four year old children, and three year old children may not be combined with school age 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.

1. Spray bottles throughout the center need to be labeled/re-labeled for their contents and location of use. Diaper station/bathroom spray bottles shall be used in those locations only.
2. Ensure restroom areas include materials necessary for standing diaper changes wherever those occur. This was reviewed with the center director.

The center will continue with a full license. 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.

Date: 04/02/2026

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**.