Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: HACAP Head Start-Maquoketa

Provider No.: 51200

Address: 904 E Quarry, Maquoketa, IA, 52060

County: Jackson

Director's Name: Deidra Benser

On-Site Supervisor: Sue DeMoss

Phone Number: 5636523814

E-Mail: cregan@HACAP.ORG
sdemoss@hacap.org

HHS Visit Date: 09/01/2026

Licensing Period: 12/01/2026 to 12/01/2028

Fire Inspection:

Date Inspected: 11/08/2023

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		8:00 AM to 4:00 PM	
Tuesday		8:00 AM to 4:00 PM	
Wednesday		8:00 AM to 4:00 PM	
Thursday		8:00 AM to 4:00 PM	
Friday		8:00 AM to 4:00 PM	
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			20		20
Summer					0

1. Basic Overview

An unannounced licensing visit was completed at the center on 9/1/26. The on site supervisor, Sue DeMoss, was present along with two other staff. The cook staff also helps out in the classroom as needed. This Head Start program is one of many managed by the HACAP entity. There is a well-defined organizational structure within HACAP. Deidra Benser is the approved center director for this location. Deidra is qualified with 20 years of experience and a bachelor's degree in early childhood education and states she has been with HACAP Head Start for four years. She also reports that she is an approved trainer for CCR&R and having been an IAEYC club president and board member. Deidra was not present on site on the day of the visit. The program serves children age three to five and operates during the school year. The program is located within a building owned by the City of Maquoketa. The Head Start program leases classroom space in the building. The center reports using the Creative Curriculum. The center reports enrollment of 6 children at the time of the visit.

The program area is a large room with an adjacent kitchen area which is partially separated from the program areas by a large counter space and half door. The program area is arranged with various learning/activity centers and contains sufficient materials and supplies to support the program activities. Books are also displayed nicely for the children. Restroom and hand washing facilities are adjacent on one side of the program area. It is noted that currently just one of the restroom areas is used for the children (two toilets and two hand washing sinks). The other area is used for staff only. Required postings and child and staff files were reviewed. The licensing notebook including fire and tornado drills, first aid supplies, playground checklist, radon testing, fuel burning appliances inspections, and written policies were reviewed. All program space was observed. Staff and child interactions and hand washing practices and procedures were observed. Health and safety practices were also reviewed including medication management, cleaning/sanitizing/disinfecting procedures, excluding ill children/staff, incident reports, and first aid kits.

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Nutritional and food safety practices were observed. The program serves breakfast, lunch, and snack all prepared by the cook on-site. The kitchen area appears clean and very organized. The center does participate in the CACFP.

2. Identify Observed Strengths of the program

The center continues to be managed by an experienced and educated on-site supervisor. The staff are also quite experienced and have worked together at this site for a number of years. Their familiarity is reflected in their approach and presentation of activities with the children. The center is stocked with plenty of arts/crafts materials and other items to support this preschool environment. Materials are organized and are arranged nicely. The program area is spacious. The interior of the center has recently been repainted. The staff were once again observed to be highly engaged with the children in activities, and the children appeared to be enjoying their experience. The storage shed has been replaced on the playground area and the center supervisor states there are plans to add some equipment to the area. Child and staff files were found to be organized.

3. Identify the aspects that fall below the standard

109.10(1): Medications.
1. Two medications did not have current medication authorizations.

109.10(13)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. Tornado drills were not documented for 4/2026 and 5/2026 and fire drills could not be located for the 2025/2026 school year.

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

N/A

5. Special Notes/Recommendations

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)
o As a program we utilize Positive Behavior Intervention Support (PBIS) and have a Leadership Team made up of HS Leadership Staff, Teachers and staff from the AEA (Keystone) who review monthly reports, issues, concerns, successes, etc. Through the data, supports are discussed, planned to support program, sites, classrooms.
o Onboarding introduces new staff with HACAP Head Start Guidance for Discipline. Training, supports and resources initiated.
o All staff receive PBIS module training.
o Annual training and reminders for all staff
o Postings in classrooms and centers
2)
o HACAP has focused in last few years on Taking Care of You, recognizing triggers and coping mechanisms.
o Support provided by team members, on-site supervisors, Education/Coaches.
o Work to develop plans to support child, classroom and/or staff
o Scheduled breaks, encourage and have staff take break as needed to de-escalate
3)
o On-site supervisors
o Review and monitoring of Behavior Incident Reports (BIR's), incident reports
o Planned observations
o Child Behavior plans

1. Monitor deep freezer temperature to ensure it maintains temperature of 0F or below.

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2. Licensing binder needs additional organization using the recommended tab system.

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

Date: 09/04/2026

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**.