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

Name of Center: Holy Ghost Early Childhood **Enrollment:** 239 **License ID No. (Reapplications)** 18745

Street: 2981 Central Ave **City:** Dubuque Iowa **Zip** 52001 **County:** Dubuque

Mailing Address: 2981 Central Ave, Dubuque, IA, 52001

Director's Name: Anita Valentine **Phone Number:** 563-582-2578

On-Site Supervisor(s): **E-Mail:** avalentine@holyfamily.dbq.pvt.k12.ia.us

Date(s) of Visit:

Licensing Visit **Unannounced Visit** **Off Year Visit** X **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: 11-30-2023

Comments :

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: X Infants (0-23 mo.) X 2 Years X 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	101	63	146	60	370
Summer			-1		-1

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 05-01-2024 to 05-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 06-25-2025

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced off year visit was completed at this center on 4/9/25. The center director, Anita Valentine, was present as were other staff. Anita has been with the Holy Family system for over 20 years. Anita has been a director for many years and has a para educator certificate and a NAC. Anita accompanied the licensing consultant throughout the inspection. This early childhood program is part of a larger network of child care and school facilities operated by the Holy Family entity, a consortium of catholic churches in the Dubuque area. Holy Family has a well-organized structure. This large center continues to use space in what was the Holy Ghost Elementary School building. The child care occupies space on both the main and second floors as the building no longer includes an elementary school. On school days, school age children only attend the center only from Holy Family schools and are transported by the center mini buses. The program is open to any school age child both for school and non school days. The center has recently completed an entire remodel on the inside of the building. The center does participate in the Iowa Voluntary Preschool program.

The main floor includes 10 different classrooms in use for children age infant through two year old. One of these rooms is currently used as an indoor large motor space for toddler children. Program rooms with children in diapers include diapering stations within the room. Program rooms include at least one hand washing sink within the program room. Some program rooms also include restroom areas within the program room. The second floor includes 11 different classrooms for children age three through school age. One of these rooms is used as the "library". One of the rooms was not currently in use at the time of the visit. One of the room is currently just used for rest time for three year old children. Some of the rooms on this level include restroom areas within the program room. For other rooms, children do travel to restroom areas located in the hallway. Program rooms include at least one hand washing sink within the program room. Program rooms that include a separated sink for food/bottle preparation have the sink clearly labeled for this function only.

The children can use the gymnasium for indoor large motor activities. The gym on the main floor and the "library" on the second floor are approved space so long as they continue to meet licensing requirements but they are not included in the license capacity of the center.

All program space was observed.

The center participates in the CACFP and serves breakfast, snack, lunch, and snack. Food is prepared off site at one of the Holy Family school locations and brought to this center. That kitchen is licensed by IDPH, and the license is current. The center includes a kitchen area where final preparation activities take place for food to go out to the rooms.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This large center continues to be very well managed by the experienced director. Program rooms are large, offer ample space, and are bright with windows. Rooms and materials continue to be generally clean, organized, accessible, and well maintained. With the complete remodel of the building, most of the furnishings are new. The director and staff continue to work quite well together. The staff were observed to be attentive and nurturing to the children. Staff were again observed to be involved in activities with the children in all program rooms. There continues to be good support, resources, and

consultation provided from the organization and the school system. The center has achieved level one IQ4K rating through 4/30/25 and has submitted for level two. Daily information is provided to parents for all children at the center through the center's online application. The center director states program management completed a 15 week course to assist the Holy Family child care programs with onboarding and orienting new staff, and the center uses a new program to assist with enrolling and managing waiting lists for the programs. Staff and child files and other required licensing items continue to be highly organized.

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

109.6(6)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.

109.9(3): Signed and dated Iowa immunization certificates are on file for each child enrolled.
Number invalid: 11

109.10(3): The center shall have written procedures for dispensing, storage, and authorization, and recording of all prescription and non-prescription medications.

V. SPECIAL NOTES/RECOMMENDATIONS:

This administrative change report is completed to reflect the new configuration of the center. Room 21 was previously a nap room and was not included in the license capacity for the center. It is now a school age room and thus is being added to the total capacity. Room 18 has changed from school age to preschool age child care. The total license capacity for the center is 370 children with the following individual room maximum capacities:

First floor:
Room 1 (1C4, 18 to 24 months) = 20 children
Room 3 (1C5, 18 to 24 months) = 21 children
Room 5 (1C6, twos) = 21 children
Room 7 (1C7, twos) = 21 children
Room 9 (1BC, twos) = 21 children
Room 2 (zero to eight months, cribs, one diaper station) = 15 children
Room 4 (zero to eight months, cribs, one diaper station) = 15 children
Room 6 (eight to 17 months, cribs, one diaper station) = 15 children
Room 8 (eight to 17 months, cribs, one diaper station) = 15 children

Second floor:
Room 13 (2C4, three year old preschool) = 21 children
Room 15 (2C5, three year old preschool) = 22 children
Room 17 (2C6, three/four year old childcare) = 22 children
Room 19 (2C7, three/four year old childcare) = 21 children
Room 20 (school age) = 20 children
Room 18 (four/five years) = 20 children
Room 14 (four through school age) = 20 children
Room 12 (four through school age) = 20 children
Room 11(prek, four/five years) = 20 children
Room 21 (school age) = 20 children

***Room 10 on the main floor is the large motor room for toddler and two year old children. It is not included in the license capacity for the center because it is a multi purpose room used by multiple groups of children at various times of the day/week. This room has a maximum capacity of 20 children AS A MULTI PURPOSE ROOM.

***Room 16 on the second floor is the “library”. It is not included in the license capacity for the center since it is used by multiple groups of children at various times of the day/week. This room has a maximum capacity of 23 children.

The gym on the main floor is approved space so long as it continues to meet licensing requirements but it is not included in the license capacity of the center.

The center is 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. The center will need to ensure they are in compliance.

*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.