Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Our Lady of Guadalupe Early Childhood

Provider No.: 18744

Address: 2005 Kane Street, Dubuque, IA, 52001

County: Dubuque

Director's Name: Tina Pothoff

On-Site Supervisor: none

Phone Number: 5635562820

E-Mail: tpothoff@holyfamilydbq.org

HHS Visit Date: 10/13/2025

Licensing Period: 02/01/2025 to 02/01/2027

**Fire Inspection:**

Date Inspected: 08/22/2024

Comments:

**Report Visit Type:**

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

**License Type:**

- [X] Full
- [ ] Provisional

**Quality initiative:**

Quality Rating: 2

- [ ] Accrediation

**Program Duration:**

- [ ] Year-Round
- [X] School Year
- [ ] Summer Only

## CHILD CARE CENTER ANNUAL EVALUATION

**Program Population Served:**

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

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Aged | Capacity |
|---|---|---|---|---|---|
| General | | | 70 | 76 | 146 |
| Summer | | | | | 0 |

**1. Basic Overview**

An unannounced off year visit was completed at this center on 10/13/25. The center director, Tina Pothoff, was present as were other staff. This center operates out of several rooms in the Mazzuchelli Middle School building. The center is part of the larger Holy Family Catholic School district. Holy Family has a well-defined administrative structure. All Holy Family programs are not for profit. This center operates on school days only and offers preschool and child care to children who attend this school. The center does participate in the Iowa Voluntary Preschool Grant program.

The child care building program space consists of five rooms located on the main level of the building;

Art room (room 70, school age child care) = 26 children
Three/four year old preschool room (room 72) = 24 children
Fours/fives/school age room (room 75) = 20 children
Fours/fives/school age room (room 77) = 20 children

The program rooms were observed to be well stocked with age appropriate materials to support the programming requirements. Rooms were set up with various learning/activity centers. Rooms were nicely decorated and displayed some of the children's projects. Children also access the gymnasium and the library in the building and the music room upstairs in this building at scheduled times. Program rooms include adjacent restroom areas as well as sinks located within the program rooms. Additional nearby hallway restroom areas are also available for the program to use. All program space was observed.

The center does participate in the CACFP program. The center serves breakfast, morning snack, lunch, and afternoon snack. There is an extra fee charged for breakfast and lunch meals. Meals are prepared in the school cafeteria in the main school building and brought to the child care center rooms. The school kitchen is licensed through IDPH and that license is current.

**2. Identify Observed Strengths of the program**

The center director has many years of experience in child care both as a director and as a teacher. She has been the director of this program for many years. She states she has an early childhood endorsement obtained from the local community college and has worked in licensed center care for 30 plus years. The center continues at Level One IQ4K. The building is clean and very well maintained. The center continues to be organized and well managed, and the staff appear to work well together even with the addition of some newer staff this school year. The staff were again observed to be highly engaged with the children in all program areas, and the children appeared to be enjoying their preschool experience. Teachers email weekly newsletters and a daily update detailing program activities to parents. Program rooms are well stocked with

materials to support program activities including plenty of books which are also organized. The center's licensing documentation and files were again found to be highly organized.

**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.

109.11(3)a: Center shall ensure that:Facility and premises are sanitary, safe, and hazard free.Sufficient lighting shall be provided.Sufficient ventilation.Sufficient heating.Sufficient cooling.Equipment placed in the program area is maintained so as not to result in injury to the children.

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

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 check. Copy 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 the national record check completed as required.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free.
1. Art room has several safety hazards identified in accessible drawers/cabinets as reviewed with the director. Ensure these items are removed or that cabinets/drawers are otherwise secured.

**5. Special Notes/Recommendations**

The center was reminded of allowable age combinations. 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.

1. No smoking posting is needed at the entrance door to the building.
2. Ensure all program room exit doors remain clear and are never blocked or partially blocked by any items.
3. Ensure staff physicals are completed timely as required.

The center will continue with a full license. The center is directed to correct the items cited. The report does not require a written response so long as the corrections are obvious. Thank you.

Date: 10/20/2025

HHS Licensing Consultant: Heidi Hungate

## CHILD CARE CENTER ANNUAL EVALUATION

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**.