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

Name of Center: St. Joseph The Worker Early Childhood **Enrollment:** 188 **License ID No. (Reapplications)** 19221

Street: 2105 St Joseph Street **City:** Dubuque Iowa **Zip** 52001 **County:** Dubuque

Mailing Address: 2105 St Joseph Street, Dubuque, IA, 52001

Director's Name: Heather Fitzpatrick **Phone Number:** 563-582-1246

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

Date(s) of Visit: 07-22-2025

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** **Administrative Change**

LICENSING VISITS

New Application X **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 07-01-2025

FIRE INSPECTION **State** X **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 03-05-2024

Comments : Remodel of rooms 2 (202), 3 (204), 5 (206), 7 (208), and 9 (210) approved by fire inspector via email correspondence received by licensing on 2/19/23.
Remodel of rooms 11 (212) and 13 (214) approved by fire inspector via email correspondence received by licensing on 6/21/23.
Remodel of room 203 approved by fire inspector 3/5/24.

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	83	46	149	35	313
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 08-01-2025 to 08-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Heidi Hungate **Date:** 08-05-2025

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

N/A

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced licensing visit was completed at this center on 7/22/25. The center director was Jessie Nelson at the time of the visit, however, subsequent the visit, Heather Fitzpatrick has been approved as the center director. Jessie Nelson was present at the time of the visit and accompanied the licensing consultant throughout the visit. This early childhood program is part of a large network of child care facilities and schools operated by the Holy Family entity, a consortium of Catholic Churches in the Dubuque area. The enrollment is typically increased during the summer at this site because it is one of the sites that operates year round, thus, some children who attend other Holy Family sites during the school year may attend here during the summer. School-age children typically only attend at this site on non-school days. The center does participate in the Iowa Voluntary Preschool Grant program.

This is a very large center occupying all three floors of what was once a Catholic school building. All program space was observed.

Two year old rooms, toddler rooms, younger infant rooms, three year old rooms, and four/five year old rooms, are all included on the "main" level of the center. Several rooms have had restroom areas added adjacent to the rooms/shared between two rooms. There are also hallway restroom areas available for the rooms that do not have restroom areas. Diaper stations and hand washing sinks are located in the rooms that include diapering, and rooms do include at least one hand washing sink within the room. Some of the rooms that have not yet been remodeled do also include adjacent restroom areas.

There are typically four separate prek/preschool/child care rooms located on the lower (mid) level of the building used for children age three through five, however, these rooms are not currently in use for the summer and were not set up at the time of this visit. There are hand washing sinks located within each program room on this floor. Children have to travel to use the restroom area located on this floor. There are separate boys (two toilets, one urinal, one sink) and girls (two toilets, one sink) restroom areas located at the end of the hallway.

The lowest level of the center includes the kitchen and food storage area, a staff break room area, school age room (room OD3/012), the cafeteria (school age children eat in this room), and the gymnasium (removed from license capacity because now used only as large motor space for various groups age two and older). There are restroom areas for girls and boys located in a hallway adjacent to the gym for the children to use on this floor. The cafeteria includes hand washing sinks located within the room. Restroom areas in the hallway "girls locker room" and "boys locker room" are also used. The center director states the boys locker room restroom area is not used.

The center participates in the CACFP and serves breakfast, morning snack, lunch, and afternoon snack. Meals and snacks are prepared in the large kitchen on-site by the kitchen/cafeteria staff. The kitchen is organized. The kitchen is currently licensed by IDPH this year because of the St. Columbkille Elementary School being temporarily located in this building for the last school year. Parents do have to pay extra for breakfast and lunch meals.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

Program rooms are all large and bright with many windows on both the main and lower levels. Hallways are also decorated with the children's projects and crafts throughout the center. The staff at the center continue to work well together. Staff were again observed to be highly involved with the children in activities. The center's licensing documentation and staff and child files are highly organized.

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

CHILD FILES:
109.9(2)i. For each child not yet enrolled in kindergarten, the child care center must require a physical examination submitted at enrollment but no later than within four weeks of admission. The physical should include a health history and status of present health, including allergies, medications, acute or chronic conditions, and care plan when needed. The physical should be completed and signed by the child's primary health care provider (MD, DO, chiropractor, PA, or ARNP). The date of the physical examination shall be no more than 12 months prior to the first day of admission and annually thereafter until kindergarten entry.
1. _1_ child file reviewed did not have an updated physical.
2. _2_ child files reviewed did not have evidence of a physical.

109.10(1): Medications.
1. Expired medication present.
2. Medications present without current authorization forms.
3. Medication authorization forms not completed properly, missing dates for the period of authorization.

109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free.
1. Kitchen door observed open and accessible to children who routinely pass by this area to and from the cafeteria. This has been noted previously.
2. Staff personal item accessible and items that should not be accessible to children are accessible in lower cabinets in school age room (OD3/012).
3. Lower cabinet and drawers accessible with items that should not be accessible to children are accessible in room 203.
4. Miscellaneous choking hazards accessible in drawer in room 210.

109.11(4)a: Center must have safe outdoor program area adjacent to the center, with sufficient square footage to accommodate at least 30 percent of the enrollment capacity at any one time at 75 spear feet per child. Outdoor space must:Be free from litter and unsafe materials and free from contamination by the drainage or ponding of sewage or storm water.Include safe play equipment and an area of shade.Include fencing to protect from bodies of water or vehicular traffic.
1. Wood chips for fall surfacing in fall zone areas of the outdoor play area do not meet depth requirements.

V. SPECIAL NOTES/RECOMMENDATIONS:

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. The center will need to ensure compliance.

The administrative change aspect of this report reflects the gymnasium and cafeteria being removed from the total license capacity of the center. The gym is once again used as multi-purpose space and is not assigned to a specific group of children. The cafeteria is used for food service for the school age children.

Main level:
Room 201 (three through five) = 20 children
Room 202 (infants, CRIBS) = 15 children (remodeled)
Room 204 (infants, CRIBS) = 15 children (remodeled)
Room 206 (toddlers) = 15 children (remodeled)
Room 208 (twos) = 19 children (remodeled)
Room 210 (twos) = 19 children (remodeled)
Room 212 (threes/fours) = 16 children (remodeled)
Room 214 (threes/fours) = 16 children (remodeled)
Room 213 (three through five) = 12 children
Room 211 (three through five) = 13 children
Room 209 (toddler) = 12 children
Room 207 (twos/threes) = 16 children

Room 205 (toddler) = 12 children
Room 203 (infants, cribs) = 14 children (remodeled)

Mid level:
Prek plus (room 16, 1D2) = 16 children
Prek (room 18, 1D1) = 16 children
Preschool 1 (room 15, 1B1) = 16 children
Preschool 2 (room 17 ,1B2) = 16 children

Lowest Level:
Room 012/OD3 (school age) = 35 children

1. Ensure breakfast start time shows on all posted schedules.
2. Ensure posted lesson/activity plans are dated.
3. Ensure ALL diaper waste cans throughout the center are clearly labeled for this material only and are covered waste cans.
4. Improve crib spacing in room 202. Ensure at least three feet of space around a crib that has a child in it.
5. Safe stool is needed for children to reach the sink for hand washing in room 206.
6. The center is reminded that doors to infant rooms shall remain closed at all times so that area is free from intrusion of children age two and older.
7. Soapy water spray bottle at the diaper station in room 210 needs to be labeled for use at the diaper station only. Rinse spray bottle cross located in room 202.
8. Refrigerator at 50F and freezer at 10F in room 202. Refrigerator shall function at 40F or below and freezer at 0F or below for safe food storage.
9. Emergency plan posting is needed at back doorway from the cafeteria to the stairs.

This 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.

*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.