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

**Name of Center:** Holy Trinity ECC-Ft Madison Site **Enrollment:** 24 **License ID No. (Reapplications)** 20163

**Street:** 2213 Ave J **City:** Fort Madison Iowa **Zip** 52627 **County:** Lee

**Mailing Address:** 2213 Ave J, Fort Madison, IA, 52627

**Director's Name:** Stefanie Drollinger **Phone Number:** 319-372-6428

**On-Site Supervisor(s):** Brenda Graham **E-Mail:** stefanie.drollinger@holytrinityschools.org

**Date(s) of Visit:** 07-09-2019

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:** 07-19-2019

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

**Date Inspected:** 07-18-2018

**Comments :** due annually, performed by Fort Madison FD

**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 X Other NA

**Program Serves:** 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 | | 26 | 60 | 14 | 100 |
| Summer | | | | | 0 |

**QRS Rating:** N/A

| RECOMMENDATION FOR LICENSE: | |
|---|---|
| X | **FULL** license from 09-01-2019 to 09-01-2021 |
| | **PROVISIONAL** license from |
| | **DENIAL** of initial application |
| | **SUSPENSION** of license |
| | **REVOCATION** of license |

**Licensing Consultant:** Jill Seibert **Date:** 07-19-2019

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

**II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:**

Holy Trinity Early Childhood Center--Ft. Madison Site is located in four classrooms in a single story, former parochial elementary school building in Ft. Madison. The center offers full day childcare for toddlers and preschool age children year round and school age children in the summer months and before and after school. The center also offers a preschool age early childhood educational program during the school year. The center is owned and operated by Holy Trinity Catholic Schools. It is governed by The Diocese of Davenport and the HTC Board of Directors. The director is Stefanie Drollinger. She has a Masters in Early Childhood Education, a current teaching license in Early Childhood Education and has 8 years' experience in the field. In the mornings before the Director arrives Carol, the am supervisor for the daycare is in charge, during the day when the Director is absent Brenda Graham, the onsite supervisor is in charge. In the late afternoon when she is gone for the day Stephanie Stancil is listed as the person in charge.

Current enrollment is 24 children.

On 7/9/19 I made an unannounced licensing visit to Holy Trinity Early Childhood Center--Ft. Madison Site and met with Director Stefanie Drollinger. I have talked to Director Drollinger several times the past year.

**III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:**

The center developed an organized Emergency Preparedness Kit.

The center typically has 4 staff present all summer. This surpasses ratio expectations, is best practice, and is duly noted.

CCNC Cyndi Mason provides services to the center.

The center may access Child Care Resource and Referral Consultant Jodi Norton for consultation services.

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

1. 109.7(3): During their first three months of employment, all staff shall receive the following training:Two hours of Iowa's training for mandatory reporting of child abuse.At least one hour of training regarding universal precautions and infectious disease control. Certification in American Red Cross, American Heart Association, American Safety and Health Institute or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained. Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute or MEDIC First Aid or an equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.Minimum health and safety trainings, approved by the department. A few staff are behind on Essentials training and CPR/1st Aid. One staff is waiting for fingerprint results, as

they were sent twice to FBI, then resent again with SSN. One staff is behind on an updated physical. CCR&R can be consulted for tips on meeting training requirements.

2. 109.9(2): All files are updated at least annually and when a change occurs. The Director agreed to create a tracking system so that files will be updated annually.

3. 109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease. The outdoor play area needs mulch added to ensure fall zones have the required amount of cushioning. The fence around the area is loose on the bottom and may pose as an entrapment hazard. The fuel burning appliances inspection was not present on the date of the visit. It was provided to me on 7/16/19.

4. 109.15(2): Center shall follow minimum CACFP menu patterns for meals and snacks.Menus planned one week in advance, made available to parents, and kept on file with substitutions noted.Avoid foods with high incident rate of causing choking. Menus should be detailed.

5. 109.9(2)g: Any child with allergies, a written emergency plan. Copy shall accompany child if they leave the premises. The Director agreed to review child physicals to ensure a child with any allergy is given an allergy action plan for their physician to complete. CCNC Cyndi Mason can assist the Director/provide guidance on this issue.

**V. SPECIAL NOTES/RECOMMENDATIONS:**

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 641-684-3951; email jseiber@dhs.state.ia.us) so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

*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.

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