Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Tiny Trojans Before, During and After Care

Provider No.: 49141

Address: 33980 310th Street, Neola, IA, 51559

County: Pottawattamie

Director's Name: Megan Severn

On-Site Supervisor:

Phone Number: 7124852257

E-Mail: megan.severn@tctrojans.org

HHS Visit Date: 06/29/2026

Licensing Period: 08/01/2025 to 08/01/2027

Fire Inspection:

Date Inspected: 05/21/2026

Comments: Plan of correction 5/28/26

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:30 AM to 6:00 PM		
Tuesday	6:30 AM to 6:00 PM		
Wednesday	6:30 AM to 6:00 PM		
Thursday	6:30 AM to 6:00 PM		
Friday	6:30 AM to 6:00 PM		
Saturday			

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			20	50	70
Summer					0

1. Basic Overview

An unannounced licensing visit was made to Tiny Trojans Before, During and After Care on 6/29/26. The program is located in the Tri-Center Elementary School. Before and after school programming and full day child care is provided to preschool age to school age children during the school year, in-service days, school breaks, and during the summer. There are 34 children enrolled this summer. The school provides the four-year-old grant preschool program. Megan Severn became the director in April 2026. She was previously the on-site supervisor. Megan has her NAC and her associate's degree in Early Childhood Education. She has been working in child care since 2016. I met with Megan Severn during my licensing visit.

Observation of room:
Twenty-five children were present on the day of my visit. Preschool to first grade children use the preschool room and second grade to fifth grade children use the gym for programming during the school year. The gym is utilized for all ages during the summer. The children were having fun playing in centers and then went outside to play. Some of the centers are games, puzzles, coloring, magna-tiles, and building blocks. The toys and equipment in the centers are rotated frequently. There was a fun variety of age and developmentally appropriate toys and equipment. The school provides a four-year-old preschool program that isn't licensed. Staff were attentive to the children and their needs. Staff create their own lesson plans/activities and daily schedules. The center did not have lesson plans. They have daily activities which are posted on Brightwheel. The center sends out what activities the children would be doing each day at the beginning of the summer. The center uses the Brightwheel Child Care App. The preschool and kindergarten children go in a separate room after lunch for rest time. The other children stay in the gym and they are allowed quiet play. They are allowed screen time at the beginning of the day, quiet time, and at the end of the day. Screen time is in the center's contract with the parents. Some children either don't have a screen or are not allowed screen time.

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Nutrition:
During the school year, the three-year-old preschool can eat breakfast and lunch at school but at a cost to the parents. They can bring their own lunch from home and it is refrigerated. The center provides the snack for the three-year-old preschool in the morning and afternoon. Snack is provided for the aftercare program. During the summer, the children bring their own lunch and the center provides the afternoon snack. The lunches are refrigerated. The center had thermometers in the refrigerator and freezer. Please follow CACFP guidelines even though the center is not on the federal food program. Please post snack menus.

Health and safety:
Megan believes they follow medication management procedures when a child is prescribed medication but is not positive. They generally use the school nurse if a child is prescribed medication during the school year, but she is not present at all times after school and is not present during the summer. One child has an EpiPen and one child is diabetic. The Epi-Pen is kept by the teachers' station and is not locked. They monitor and distribute insulin based on what is put into the child's phone. The parent helps count carbs before he arrives at school. The child has a Dexcom and Omnipod. Staff were using the three-step bottle procedure but were using it in the wrong order. Please make sure you follow the three-step bottle procedure for sanitizing and disinfecting: 1. Soap and water for cleaning, 2. Water for rinsing, 3. Your EPA and child care approved product for sanitizing and disinfecting. The center uses bleach water. You must follow the mixing instructions on the specific bottle of bleach for sanitizing and disinfecting. Bleach water must be mixed daily. Megan reported the opening staff member makes the bleach water in the morning on a daily basis. You can discuss other product options for sanitizing and disinfecting with your Child Care Nurse Consultant. I made a referral to the Child Care Nurse Consultant to go over proper medication management procedures and proper sanitizing and disinfecting procedures with the staff. There is a cleaning company that cleans the restrooms. Staff handle all other cleaning needs.

Fire and tornado drills are being completed but not monthly. No drills have been documented since April. Please make sure to complete and document monthly fire and tornado drills. Radon testing was done in 2026 and the results were in the acceptable range. Radon testing is required and test results must be under 4.0 pCi/L. Since you are in a school, it is the Department of Education's responsibility to make sure those are completed in all programming rooms. The annual fuel burning inspection/boiler inspection was completed and will expire on 10/31/26. The center has a carbon monoxide detector by the boiler but there are plans to get one for the programming room. The center has two first aid kits. One of the kits remains in the room and one goes outside with the class when they leave the building. I observed staff taking the backpack with them when they went outside to the playground. Megan said the first aid kit that leaves the building with the staff does not have emergency contact information for the children. Please make sure to put all emergency contact information for each child in the emergency kit that goes on field trips. The center has mats. Sheets are taken off and washed daily. The mat is washed weekly. Make sure you have all of the required emergency preparedness procedures and review them with staff on a regular basis. Please make sure handwashing signs are in the bathrooms that the children will be using. Please make sure handwashing signs are near every sink that staff use. The center completes annual water testing.

Playground:
The program uses the school playgrounds. There are two separate playgrounds. There is a playground for preschool and kindergarten that consists of climbing structures and slides. The preschool and kindergarten children are limited to where they can go on the older playground. The older playground has climbing structures, slides, monkey bars, swings, a rock-climbing wall, and basketball hoops. The older kids usually play games such as kickball. The playgrounds have a shade tarp and shade tree. The playground uses rubber mulch for surfacing. Monthly playground inspections have not been completed since April. Please make sure to complete monthly playground inspections.

Transportation:
The school bus provides transportation to some children during the school year. Field trips are taken during the summer and a school bus is used.

Administrative records:
Five children's files were reviewed. One school age child was missing the annual statement of health completed by the parents. Two staff files were reviewed and both were incomplete. One staff had a physical but it was not on the correct form. The other staff file was missing current first aid/CPR, annual professional development training, and a physical exam. Please review all staff files and have them updated with the required information, including mandatory training courses, annual professional development, background checks, and physical exams.

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2. Identify Observed Strengths of the program

Megan Severn became director in April 2026. She has been learning the licensing rules. Staff had excellent interactions with the children. They were positive and attentive to the children's needs. The center is an excellent resource for the community and school. The school bus provides transportation to some children. Megan identified the center's strengths as having great staff, and there are a variety of field trips and activities during the summer. The three-year-old preschool is an alternative to daycare.

3. Identify the aspects that fall below the standard

109.7(2): Center directors and all staff have the required contact hours of training. Two staff files were reviewed and both were incomplete. One staff had a physical but it was not on the correct form. The other staff file was missing current first aid/CPR, annual professional development training, and a physical exam.

109.9(2)j: School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions. Five children's files were reviewed. One school age child was missing the annual statement of health completed by the parents.

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. Fire and tornado drills had not been documented since April.

109.11(2)b: Program space must meet the following conditions: Room must be arranged so as not to obstruct the direct observation of children by staff. Individual covered mats, bed, or cots and appropriate bedding will be provided for all children who nap. Equipment and materials are maintained in a sanitary manner. Sufficient spacing must be maintained. The center will have sufficient toilet articles for each child for hand washing. Staff were using the three-step bottle procedure but were using it in the wrong order.

109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept. Monthly playground inspections have not been completed since April.

109.12(1): Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served. Program complements but does not duplicate school curriculum. Schedule of program is posted in a place visible to parents. The center did not have lesson plans. They have daily activities which are posted on Brightwheel.

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

5. Special Notes/Recommendations

A full license is recommended for 8/1/25 to 8/1/27.

Targeted Assessment Behavior Management
I discussed with Megan her oversight of behavior management related to helping childcare staff: 1. Understand expectations, 2. Managing frustrations, 3. Monitor performance. Megan reported they have staff meetings that allow staff to vent and discuss with each other how to deal with each child, Megan will have a 1:1 with a child if staff need a break from a child, and they can go to the school principal who can discuss steps that are successful for that child during the school day.

I made a referral to the Child Care Nurse Consultant to address proper medication procedures and proper sanitizing and

disinfecting procedures. I made a referral to Child Care Resource and Referral to assist with finding curriculum for both the school year and summer lesson plans.

Date: 07/02/2026

HHS Licensing Consultant: Tausha Bottorff

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**.