Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Holy Trinity ECC-West Point

Provider No.: 50980

Address: 413 Ave C, West Point, IA, 52656

County: Lee

Director's Name: Savannah Strunk

On-Site Supervisor: Carrie Fullhart

Phone Number: 3198376131

E-Mail: Savannah.strunk@holytrinityschools.org

HHS Visit Date: 08/21/2025

Licensing Period: 03/01/2024 to 03/01/2026

Fire Inspection:

Date Inspected: 08/01/2025

Comments: completed by State Fire Inspector

Report Visit Type:

- [ ] PTO
- [ ] Licensing Visit
- [ ] 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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Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General			32	12	44
Summer					0

1. Basic Overview

Holy Trinity Early Childhood Center--West Point is located in a parochial elementary school (Holy Trinity Elementary School). The preschool provides a single early childhood educational program to preschool age children three days per week. The preschool is owned and operated by Holy Trinity Catholic Schools. The director for this program is Savannah Strunk. Director Strunk has a BA degree in Elementary Education and a teaching license for K-6th Grade. Director Strunk was OSS for Ft. Madison ECC for 4.5 years prior to accepting this promotion. She has been involved in childcare/education since 2012. Ms. Strunk also directs Holy Trinity Early Childhood Center--Ft. Madison Site and a new childcare program across the street from the preschool.

The preschool occupies 2 classrooms in the elementary school building in West Point. The program was formerly held in St. Paul until 2020. Full day childcare was added to the program in 2022. The program is temporarily being held in the basement of the Wagner building while modifications to the school are being made.

On 8/21/25, I made an unannounced licensing visit to Holy Trinity Early Childhood Center--West Point Site and met with School Principal Stefanie Drollinger. OSS Carrie Fullhart is typically present. She has a BA in Elementary Education and has been involved in child care/education since 2001. Ms. Fullhart began in this position in 2019. Director Strunk was consulted by phone and email after the visit as well. The visit consisted of classroom and building area review and observations of activities, ratios, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review. Phone and email consultation and collaboration have occurred regarding any and all health and safety issues.

The staff assists the children in developing their abilities through each stage of development. Planned daily activities present opportunities for children to explore, create, problem solve, interact with peers, and learn basic life skills through first-hand experiences. A balanced schedule of activities provides small and large group interaction, individual learning time, child-centered and teacher-directed activities.

Program Observations:

The classrooms are not entirely self-contained. They have phones and direct exits to the outdoors but children must use restrooms located in the hallway. The curriculum is Creative Curriculum and Handwriting Without Tears. Interest centers available to the children include: blocks, children's literature, dramatic play, toys and games, puzzles and small manipulatives, art, music and movement, science and discovery, flannel board, sensory table, handwriting table, and computer area. A separate coat and cubby area is located next to the preschool room for easy access to child belongings. A full sized gym is also available for large motor play. The gym can be accessed down a hallway from the preschool classrooms. The classrooms are clean, bright, attractive and equipped with a satisfactory variety of child sized furniture,

toys, games, and activities for the children.

Each day at preschool at least 2 books are read. One book is chosen by the Director and usually correlates with the theme of the week, the monthly author study, or another concept chosen by teachers. The second book is usually chosen by the Happy Helper.

On visits I have observed staff and children in a variety of activities including: staff reading books to children and directing them in craft/learning activities, end of day routines which were orderly, and staff taking children to the gymnasium for physical activity. Several age appropriate toys are available for use. Assigned staff provided all children with careful supervision during my visits.

Three staff are always present during the programming day.

The program space also contains a kitchen area and a staff office. Storage is not an issue at this preschool/daycare. The children clearly have at least 35 square feet each of usable floor space.

In the gymnasium electrical outlet covers should be added when preschool age children are present. It contains a thermostat for temperature control.

Preschool Nutrition Practices Observed:

Parents provide snacks for the preschool on a rotating basis. The parents are provided with a list of appropriate snacks. No expired or open food items were observed. Water is served daily. The preschool has sufficient refrigeration, food storage, and snack preparation area available to store and prepare snacks if necessary. Menus should be planned one week in advance, made available to parents, and kept on file with substitutions noted. The program agreed to detail menus. Menus appear to meet CACFP guidelines.

A small refrigerator is in the classroom. Dry snack is also kept on hand. Two components should be present so that if parents do not bring CACFP approved snacks supplemented foods will. Snack records are kept indicating minimal nutritional requirements are met. No expired or open food items were observed. No food was stored on the floor.

The preschool had all food waste containers covered.

Preschool Health and Safety:

Regulations regarding storage and maintenance of a first aid kit were met the day of the visit. The preschool has the most recent First Aid Kit checklist and contains all items. The First Aid Kit is labeled and contains basic items necessary to treat minor physical injuries.

Medication (either daily or emergency) procedures were reviewed. Allergies are posted if present along with an allergy action plan. When necessary the preschool is aware of proper administration of prescription and non-prescription medication in accordance with licensing regulations, physician directions, and parental consent.

Environmental testing and the maintenance of any necessary detection equipment were reviewed. A battery operated carbon monoxide detector has been replaced with a non-battery operated UL approved unit. The current unit is on the wall of the main preschool room. It appeared to be in working order. The boiler report was last conducted within the past year. Updated inspections are due annually. Radon testing was completed in 2022 with a level of below 4 pCi/L. Radon testing is due every five years and should be conducted during winter months when the ground is frozen. The school is on Rathbun Rural water, therefore is exempt from water analysis. The building was constructed after 1960. A Lead Based Paint Visual Inspection is not required.

We discussed general regulations regarding safety and sanitation policies and procedures. The program staffed their sanitizer/disinfectant with CCNC Hayes to ensure it is appropriate for childcare.

Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:
a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.

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(2) A communicable disease or other health concern that could pose a threat to the health, safety, or wellbeing of the children.
b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B
(2) Complete Form 470-0643, Request for Child Abuse Information.
(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitute's responsibilities as a mandatory reporter.
Any visitors to the Center shall complete the tasks above.

Adequate supervision has been provided on all visits I have made to the preschool. Ratio is typically lower than what licensing requires.

We reviewed emergency plans and drills for fire and tornado. Drills for both should be conducted and documented on a monthly basis. These were documented. December drills were missed.

The preschool rooms have windows providing ample natural light.

Regulations regarding staff and child hand washing were reviewed. Hand washing posters are above the sinks.

Program Playground:

Outdoor play is a component of the preschool program. The preschool has an outdoor play area for occasional use on school grounds. The area is naturally shaded but is not fenced and is not near a roadway or any other obvious hazard. A large grass area is available for gross motor play. Climbing equipment is utilized with supervision. Some parts of the climbing equipment are for school age children. The preschool children do not play on this equipment.

The Child Care Weather Watch should be utilized to determine if outdoor play is appropriate in questionable weather conditions. Children are not taken outdoors if weather requirements are met. Playground inspections are completed monthly.

Preschool Transportation Arrangements/Field Trips:

The preschool does not own a vehicle and provides no transportation. Transportation for field trips is provided by parents transporting children from their homes to the field trip site and picking them up at the field trip site at the end of the field trip and transporting them home. In December a field trip is usually taken to a Christmas Tree Farm. In January and March the Lee County Conservation Bureau visits each year.

A first aid kit, staff that is CPR/First Aid certified and emergency contacts for each child should be present on each trip.

Preschool Administrative Records:

Child misbehavior is addressed by guidance, modeling, redirection, and short time out periods of age appropriate length.

Preschool compliance with regulations regarding required notices and postings were reviewed. Mandatory postings were present on a Parent Board outside in the hallway leading to the classroom including license consultant contact information, the center license and a mandatory reporter posting. A No Smoking sign is present. Curriculum and lesson plans are kept in a book. Tornado and Fire evacuation maps have been added to each doorway. A schedule is posted.

The two employees in pre-K are full time staff. No staff employed at the center are under 18 years of age.

Staff records are examined during inspections. Information reviewed is as follows: Professional development training due annually and current staff physicals (every 3 years). Other information reviewed : CPR/First Aid training due every two years, Mandatory Reporting due every three years and Child abuse and Criminal record checks should completed at a minimum every two years. All employees working at the center and providing preschool services should have current Iowa Background checks. Fingerprint results are reviewed. National criminal history checks based on fingerprints are required for all persons subject to record checks under this sub rule. The national criminal history check shall be repeated for each person every four years and when the department or center becomes aware of any new transgressions committed by that person in another state. All employees including substitutes should have a file on site.

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Child files are reviewed including current physicals, annual file updates as well as immunization records, emergency contact information, pick up information and dental and medical provider contact information.

Required written policies provided to parents in the form of a parent handbook. Evacuation of immobile children policy has been added to policy per my request. The lead teacher is responsible for such. Ramp exits are available. An intoxicated parent policy has also been added. Annual emergency procedures training should also be conducted annually. This is conducted every August prior to the school year starting, and should be signed off on. The program has clear policies on volunteers, limited access and unlimited access.

2. Identify Observed Strengths of the program

The program utilizes PBIS. They provide an initial overview on it when during orientation with staff and all classrooms have different materials available to ensure positive interactions are promoted. The supervisors of the classrooms ensure that staff know how to use the materials and are also familiar with our routines, schedules and lesson plans. They implement center cards to help staff initiate positive interactions and relationships through open-ended questions and social interactions.

The program holds meetings on a regular basis, at least monthly, to discuss what is working well and things needing improving (and how they can improve).

The preschool has a limited scholarship program.

3. Identify the aspects that fall below the standard

1. 109.11(8)b: Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted. Radon test results have now been received and they are under 4 pciL.

2. 109.11(8)c: All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. This has since been corrected.

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

5. Special Notes/Recommendations

Based upon this review, it is recommended that this center remain in Full licensing status. The Director is responsible for correcting the violations noted above. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact your local nurse consultant. Child Care Nurse Consultants work with child care and early education businesses. Businesses may call or send questions to a child care nurse consultant about health and safety

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policies, health programs, health of personnel, and specific child health or safety issues. Amy Hayes is your Child Care Nurse Consultant: http://idph.iowa.gov/hcci/consultants

HHS encourages you to contact Child Care Resource and Referral. They offer centers assistance with meeting the DHS regulations, QRS, infant/toddler concerns, room arrangement and environment, developmental concerns, Best Practice information, CDA assistance, or any questions or concerns you may have. Malia Love is your Child Care Consultant: http://www.iowaccrr.org/who_we_are/region_5/ The center Director was proactive in preparing for this visit and met with Consultant Love in January. This is best practice and duly noted.

Date: 10/31/2025

HHS Licensing Consultant: Jill Seibert

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**.