

CHILD CARE CENTER COMPLAINT

Name of Center:	Tracey's Tots Daycare Co - Fort Dodge	Enrollment:	26	License ID:	7448
Street:	109 S 8th ST	City:	Fort Dodge	IA Zip Code:	50501
County:	Webster				
Mailing Address:	PO Box 7				
Mailing City:	Churdan	IA Zip Code:	50050		
Director's Name:	Tracey Wilson	Center Phone Number:	515-576-5437		
On-Site Supervisors:	Elizabeth Nostrum	E-Mail Address:	traceystotsdaycare@frontier.com		

Date of Complaint: 06-09-2025**Date of Visit:** 06-13-2025☒ Scheduled ☐ Unannounced ☐ NA☒ Non-Compliance with Regulations Found ☐ Compliance with Regulations Found**RECOMMENDATION FOR LICENSE**☒ NO CHANGES to licensing status recommended☐ PROVISIONAL license from _____ to _____☐ SUSPENSION of License☐ REVOCATION of License**Complaint Details:**Did this complaint result in a serious injury? ☐ Yes ☒ NoDid this complaint result in a death to a child? ☐ Yes ☒ No**Summary of Complaint:**

A complaint was received that a child was left sleeping in a vehicle following pick-up from school by an employee of Tracey' Tots.

Licensing Rules Relevant to the Complaint:

109.10(16)a The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision.

Inspection Findings:

CHILD CARE CENTER COMPLAINT

A visit was made to Tracey's Tots where DHHS co-worker, Rebecca White and I met with the center owner and director, Tracey Wilson. Tracey stated she had not been at the center at the time but was aware of the situation. Tracey stated that the center does provide transportation services to pick children up from school and bring them to the center. Tracey stated that there are 2 vans used with each visiting different schools. Tracey stated that she had an employee, (TH), whom she had contacted to drive one van to pick up children from school as her regular driver was out sick. Tracey did identify that TH is a part-time employee who has another job and is not scheduled on a regular basis. Tracey stated TH had brought the children in from the van and had to leave to go to her other job. Tracey stated that the other children from the van told the on-site supervisor, Libby, that the child identified in the complaint was still sleeping in the van. Tracey stated that Libby then went out to get the child. Tracey stated that the time frame of when the van returned and when Libby went out to get the child was just a few minutes. Tracey stated that TH was not working at the center that day but was able to provide a contact number.

We were able to speak to Elizabeth "Libby" Nostrum who confirmed that she had been working on the day of the incident and had driven the other van. Libby stated she had returned from her pick-up run and was in the kitchen when one of the children from the van TH had been driving came and told her that a peer was still in the van sleeping. Libby stated that she did contact TH to ask if she had checked the van, and TH stated she had. Libby stated that she told her she obviously hadn't as the child was still in the van. Libby stated she got the keys for the van and went out to get the child. Libby stated that the child was sleeping in the second row of bench seats. Libby stated she estimated the time to be between 1-2 minutes from when TH returned with the van and left, and when she went out to get the child from the van.

I did speak with Libby and Tracey about the process for doing school pick-up. Libby stated that each van goes to the same school buildings, with her going to two buildings, and the other van going to two different school buildings. Libby stated that they just pick up the same children each day and when returning the children join their classes. Libby stated she does have a list of the children that ride in her van, but that they are not given a specific list that is updated either daily, or weekly. When asked about the sign-in process it was reported that the children sign into the center when they arrive in the morning and are just left in that status in that they do not sign them out for the time when they go to school so they do not need to be signed back in when they return.

Information was received that DHHS co-worker Rebecca White had spoken with TH by phone. Rebecca noted that TH did confirm that she had worked and driven the van on the day of the incident. TH did confirm that she had not checked the van when returning to center as she was in a hurry to get to her other job and was unaware that a child had been left in the van.

Based on the information obtained this complaint is SUBSTANTIATED for violation Licensing Standard 109.10(16)a The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. All parties provided consistent and credible information that a child was left sleeping in a center owned vehicle when returning from being picked up from school at the end of the day. All parties agree that the employee driving the vehicle had not checked the vehicle due to being in a hurry to get to another job, and it was a peer who informed the on-site supervisor, Libby, of the child sleeping in the vehicle. Libby stated that she immediately retrieved the child who was sleeping on the second row bench seat estimating the time frame to be no more than a couple minutes from when the group arrived and when she retrieved the child. The center practice for school pick-up is a system of routine where the same two staff follow the same route each day picking up the same children returning to the center and the children joining their classrooms. All parties agree that this routine was disrupted when the regular driver was out sick, and a part-time employee was called to do the school pick-up on the day of the incident. All parties agree that a daily or weekly pick-up list is not provided, nor is there is a process where children are signed out/in when leaving for and returning from school.

Special Notes and Action Required:

This complaint is SUBSTANTIATED for violation of the identified licensing standard. The following actions are required and/or recommended. No change to the center license status will be made.

REQUIRED:

1. The center will develop a policy and procedures to ensure that staff are aware of which children are to be picked-up from school each day. The center shall also develop a written policy and procedure for staff to make formal transfer of custody and care of children when transitioning between activities and staff so that there is acknowledgement of staff accepting the exchange of responsibility for children.

CHILD CARE CENTER COMPLAINT

Consultant's Signature:

Raymond Salisbury

Date:

06-04-2025