Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Quad City Montessori School

Provider No.: 20635

Address: 2400 E 46th ST, Davenport, IA, 52807

County: Scott

Director's Name: Donna Burroughs

On-Site Supervisor:

Phone Number: 5633551289

E-Mail: donna.burroughs@qcms.org

HHS Visit Date: 09/30/2025

Licensing Period: 10/01/2025 to 10/01/2027

Fire Inspection:

Date Inspected: 10/10/2024

Comments:

Report Visit Type:

- [ ] PTO
- [X] 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)
- [X] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General		49	70	10	129
Summer					0

1. Basic Overview

An unannounced licensing visit was completed at this center on 9/30/25. The center director is Donna Burroughs. Donna was present along with her assistant, Litsy Corrales, and other staff. This is a Montessori center which also is a Montessori School serving school-aged children. The program operates during the school year and for six weeks during the summer. The center/school is parent owned and operated with a voluntary board of directors that is elected for two year terms. The school-age portion of the school is not licensed and is considered exempt based on their registration as a home school provider and answers to the child's respective home school district for curriculum and programming questions. The before school child care does not include school age. After school child care is available for all children at the school.

The center includes six licensed program rooms (including the lower level "gym") that can be used for licensed child care functions. Three of the licensed rooms typically provide care for children aged three to five years. Two of the rooms provide care to two to three year old children. The lower level "gym" is used for school age child care. One of the preschool rooms is used for the before and after care for the preschool age children. One of the two to three year old rooms provides the before school child care and the other provides the after school child care for the toddler group. All program rooms were found to be spacious, well supplied, and generally clean and organized. Staff were engaged with the children in activities. The program rooms each have direct access to their own adjacent restroom area with the exception of the lower level gym area. Each program room also includes two sinks located within the program area, one at child level that is used for hand washing with the exception of the lower level gym area. Staff state they use the standing change procedure, including for the toddler rooms, when they have to change a diaper. There are two single restroom areas located in the hallway outside of the lower level gym area. The central "atrium" area also has a men's and a women's restroom adjacent. Another central area that is part of the new wing of the center includes men's and women's restroom areas with multiple toilets/sinks. All program space was observed.

The large "multi-purpose room/gym" is located on the lower level of the building. This room is approved space for the center, so long as it meets licensing requirements prior to use, though it is not included in the license capacity since it is used by multiple groups of children including the school children and since it is not always available for use by the center during all of the center's hours of operation.

The center serves snack, lunch, and snack. The center does not participate in the CACFP. The children are required to bring their lunch from home. The center provides milk for lunch, and the director states the center also supplements lunches when necessary to ensure CACFP requirements are met. The parents are asked to provide some of the snack items for the center. The center includes two kitchen areas, one in the existing wing and a smaller one in the new wing of the center.

2. Identify Observed Strengths of the program

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The building and equipment continue to be well maintained. The program rooms are large with plenty of space for various activities for the children. The rooms are bright with windows and are well supplied and are organized. The center has an excellent supply of books available for the children and teachers. The staff appear to work well together and were observed to be highly involved with the children in all program rooms. The director continues to report strong enrollment for the center. The center completes daily sheets for the two year old children. The documentation required for licensing along with staff and child files continue to be highly organized.

3. Identify the aspects that fall below the standard

109.6(4)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.

109.7(2): Center directors and all staff have the required contact hours of training.

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings.

109.10(1): Medications: The center shall have written procedures for dispensing, storage, and authorization, and recording of all prescription and non-prescription medications.Staff must be over 18 to administer medication.All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription.Staff shall not provide medications to a child if pre-service/orientation training for medication management has not been completed.

109.11(3)a: Center shall ensure that:Facility and premises are sanitary, safe, and hazard free.Sufficient lighting shall be provided.Sufficient ventilation.Sufficient heating.Sufficient cooling.Equipment placed in the program area is maintained so as not to result in injury to the children.

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

109.6(4)c: Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs.
1. 1_ staff file reviewed Iowa record check was due 8/2025 and not done until 10/2025 subsequent this visit.

109.7(2): Center directors and all staff have the required contact hours of training.
1. _1_ staff file reviewed does not have evidence of any training hours since 10/2023.

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1. _1_ staff file reviewed did not have the Iowa record check completed or the national record check submitted prior to the staff starting at the center. The center director states this has been completed subsequent this visit.

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1. Medication authorization not signed by the parent and missing specific dates for the period of authorization.
2. Medications present without current authorization completed.
3. Emergency medications present that do not match the action plan provided by the physician.

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1. Sunscreen accessible to children in the pre-primary 1 room.
2. Items labeled to keep out of reach of children accessible to taller children on shelves inside restroom areas on lower level.

5. Special Notes/Recommendations

The center is reminded, again, regarding the rules about combining different age groupings of children and what is allowed and when. Two year old children may not be combined with four years and older children and three year old children may not be combined with six years and older 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 center is reminded of the following usable rooms and license capacities for each:

Toddler room (Diane) = 24 children
Toddler room (Tracy) = 25 children
Preschool room = 24 children
Preschool room = 24 children
Preschool room (Willman) = 32 children

The lower level multi purpose room is not included in the center's capacity but is approved space so long as it meets licensing requirements. It can have a maximum of 47 children at any one time.

1. Ensure required training certifications for director and staff are completed timely as required.
2. Ensure all open food items are stored in a sealed container or ziploc and are dated for freshness.

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.

Date: 11/06/2025

HHS Licensing Consultant: Heidi Hungate

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**.