Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Trinity Preschool & Daycare

Provider No.: 29154

Address: 900 11th Ave West, Spencer, IA, 51301

County: Clay

Director's Name: Jody Kleve

On-Site Supervisor: Nicole Dowdy

Phone Number: 7122628282

E-Mail: trinitypreschool.daycare@gmail.com

HHS Visit Date: 07/27/2026

Licensing Period: 08/01/2026 to 08/01/2028

Fire Inspection:

Date Inspected: 02/05/2025

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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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday	8:00 AM to 5:00 PM		
Monday	8:00 AM to 5:00 PM		
Tuesday	8:00 AM to 5:00 PM		
Wednesday	8:00 AM to 5:00 PM		
Thursday	8:00 AM to 5:00 PM		
Friday	8:00 AM to 5:00 PM		
Saturday	8:00 AM to 5:00 PM		

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	12	12	34	30	88
Summer					0

1. Basic Overview

On July?27,?2029, I completed an unannounced visit at Trinity Preschool and Daycare Center in Spencer, Iowa. I met Director Jody Kleve, who has been employed at the center since 1996. Prior to becoming director, Jody served as a classroom teacher, giving her extensive hands-on experience with child development, curriculum implementation, and daily classroom operations. The program is located within Trinity Lutheran Church and utilizes classroom spaces on two levels of the building.
The center serves infants through school age children and operates a 4-year-old preschool program. In response to a significant community need identified within Spencer, the program is expanding services to begin accepting infants as young as six weeks of age. This effort demonstrates the center’s commitment to supporting local families by increasing access to reliable infant care.

All areas of the program were observed during the visit, including classroom environments, activities, nutritional practices, health and safety procedures, the playground, transportation practices, and administrative records. The program enrolls 45 children during the summer, with 34 children present at the time of the visit.
Classrooms are organized into defined areas for play, rest, and exploration, enabling staff to maintain clear visibility of all children. Visual learning aids—including sight words, numbers, shapes, and alphabet charts—are posted throughout the rooms. Children’s artwork is displayed prominently, creating a welcoming, visually rich environment.
Appropriate handwashing practices were consistently observed among both staff and children. Daily activity schedules were posted, and staff maintained active engagement with children throughout the visit. Staff interacted at children’s eye level, provided comfort when needed, encouraged participation, and offered guidance that promoted social and cognitive development. Their interactions reflected strong teamwork, consistent communication, and a shared commitment to creating a supportive environment.

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The playground includes a large climbing structure with rubber mulch as fall surfacing. The younger children's play area features turf, and several mature trees provide ample shade throughout the outdoor environment. Monthly playground inspections and tornado drills are completed and documented, and staff consistently offer suggestions for improvements when needed.

Safety equipment and building maintenance were found to be appropriate. The annual furnace inspection was completed timely, and first aid kits are well stocked and sufficient for treating minor injuries. The building is clean and well maintained, supported by a posted cleaning schedule that is consistently followed.

2. Identify Observed Strengths of the program

Trinity Preschool and Daycare Center demonstrates a strong commitment to providing a safe, enriching, and developmentally appropriate environment. Staff engagement, curriculum planning, safety practices, facility maintenance, and responsiveness to community needs were evident throughout the visit. The program's expansion to include infant care further strengthens its service to the Spencer community.

Jody is actively involved in the Spencer community and has successfully secured local funding to support updates and purchases for the baby rooms. Although the center was previously licensed to accept infants at six months of age, they have expanded their services to begin caring for younger infants starting at six weeks. This change allows the program to better meet the community's identified need for increased access to infant care and reflects the center's ongoing commitment to supporting local families.

The center maintains a strong partnership with the Spencer school system, which provides bus transportation during the school year between the daycare and the school. This arrangement supports a continuum-of-care model, ensuring smooth transitions for children and offering families consistent, coordinated services across both early childhood and school-age programming. Jody's active involvement in the community further strengthens these connections. She has successfully located local funding sources to support enhancements in the baby rooms. Although the program was previously licensed to accept infants beginning at six months of age, they have expanded to begin caring for infants as young as six weeks, demonstrating a continued commitment to meeting the evolving needs of families in the Spencer community.

3. Identify the aspects that fall below the standard

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

109.11(4)a: Center must have safe outdoor program area adjacent to the center, with sufficient square footage to accommodate at least 30 percent of the enrollment capacity at any one time at 75 spear feet per child. Outdoor space must: Be free from litter and unsafe materials and free from contamination by the drainage or ponding of sewage or storm water. Include safe play equipment and an area of shade. Include fencing to protect from bodies of water or vehicular traffic. Please get rid of loose ground cover underneath the swings.

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 testing remains high. Please complete testing and if it remains how develop a plan to address.

109.13(5): Centers shall ensure that food preparation and storage procedures are consistent with the recommendations of the CACFPs. Make sure all food items that are opened are stored properly with a date.

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

5. Special Notes/Recommendations

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Targeted Assessment: Behavior Management
I discussed with Jody her oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance.

Staff expressed that they feel comfortable seeking assistance from peers or Jody when needed. They reported being encouraged to request breaks if they begin feeling overwhelmed, which helps maintain safe and consistent supervision. Monthly staff meetings reinforce expectations around discipline, supervision, and communication. Any concerns discussed are documented, and staff review and sign notes to acknowledge understanding. Jody remains highly engaged in classroom operations and frequently checks rooms, especially when she hears potential stressors such as prolonged crying.

It is recommended to continue to work with CCRR for support regarding their IQ4K's certification. Please provide confirmation when areas that need to be addressed have been.

A full license is recommended at this time at this time.

At least one visit will be made to the center during the next year.

Date: 07/28/2026

HHS Licensing Consultant: Leann Steinhauer

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**.