Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Immaculate Conception Preschool

Provider No.: 45025

Address: 1203 Clark St, Charles City, IA, 50616

County: Floyd

Director's Name: Jody Osier

On-Site Supervisor: Laurie Field (school principal)

Phone Number: 6412281225

E-Mail: dbqe14@dbqarch.org, Jody.osier@iccharlescity.org, laurie.field@iccharlescity.org

HHS Visit Date: 03/04/2026

Licensing Period: 04/01/2025 to 04/01/2027

Fire Inspection:

Date Inspected: 02/15/2024

Comments:

Report Visit Type:

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

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

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

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday		8:20 AM to 3:20 PM	
Tuesday		8:20 AM to 3:20 PM	
Wednesday		8:20 AM to 3:20 PM	
Thursday		8:20 AM to 3:20 PM	
Friday		8:20 AM to 3:20 PM	
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	0	0	43	0	43
Summer					0

1. Basic Overview

An unannounced annual visit was made to Immaculate Conception Preschool in Charles City on 03-04-26. Jody Osier, the director and lead teacher in the 3 year old preschool classroom was not in on the day of my visit, but her assistant, Angel Boucher was leading the class. Carrie Shaver is the lead teacher in the 4 year old preschool classroom. Laurie Field is the school principal but was not available on the day of the visit. Jody is well qualified as the director having started with program in August 2017 and has a BA in social work and was previously the assistant in the preschool class. Angel Boucher is the associate teacher in the classroom. Carrie is the lead teacher for the 4 year old preschool, and Melissa Ashley is the assistant. The program operates out of two classrooms of Immaculate Conception Elementary School and is overseen by the board for the Dubuque diocese. The program offers 2 sessions of 3 year old preschool with one 3 day and one 5 day option, an all day 4 year old preschool, and an afternoon "wrap around" daycare program. There are currently 27 children enrolled between the various sessions. All aspects of the program subject to Licensing Standards were reviewed.

The general layout and design of the program and classrooms remains the same as in prior visits. The program operates out of two rooms with one room for the 3 year old preschool and afternoon child care, and the other room for the 4 year preschool class. The 3 year old classroom has windows along the exterior walls which prove ample natural lighting, a view of the outdoors, and ventilation. The 4 year old classroom does not have windows. Both rooms have a secondary exit that provides direct egress to the outdoors. Evacuation notices that include diagram and written instructions for both fire and tornado evacuation had been posted in both classrooms. There is a bathroom located just off the programming space of both rooms, with additional sinks in the classrooms so that the children do not need to leave the room. Additional restrooms are located outside the classrooms off the main corridors if needed. A divider wall separates an area with cubbies where the children can store coats and bags of both rooms and does create a blind area where supervision would be needed when the children are in this area. Both rooms are divided into activity centers through the placement of furniture, shelving, and play

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structures which were arranged to provide ample room to move and play, and not to create any blind areas.

2. Identify Observed Strengths of the program

Good interactions were observed throughout the time of my visit. The program has a strong focus on curriculum and building school readiness skills. This included engaging the children in activities of reading, doing crafts, and activities to build math and language skills. Each of the teachers presented with a positive and energetic attitude and spoke with the children using calm tones and positive word choices. The program uses a positive behavior support approach to encourage appropriate behaviors in the classroom. This includes the use of routines, transition activities, reminders, positive recognition, and redirection.

Good health and safety practices were observed during the visit. The teachers did remind, and ensure that children washed their hands as required following restroom use, before meals, and at other times they became soiled such as when blowing their nose. Chemical cleaners, personal items, and other things that could pose a safety risk to children were stored where they were not accessible. While the school custodial staff are responsible for the primary cleaning the teachers do clean as needed such as tables being sanitized before and after snack/meal service. There were no children taking any medications on the day of my visit but the center does have policies in place should it become necessary in the future. Limited first aid kits are maintained in the classrooms, and additional supplies in the school office. During the visit one child in Carrie's classroom did get a bloody nose and Carrie did follow good universal precautions practices. This included wearing latex gloves, disposing of contaminated tissues, and having the school custodial services clean the affected areas.

The center does have a playground space that was constructed for use by the preschool children. The space is fully enclosed by fencing. The space includes both climbing and ground play structures. All equipment and fencing was observed to be in good repair. Foam tiles are used for fall surfacing. Shade is limited to that which is provided by the play structures.

For those children that do not attend the full day programming, snacks are provided. The children take it in turn to provide the snacks and a list of credible food items is provided to parents at the beginning of the year. A limited supply of snack items is maintained at the center to supplement if needed. A small refrigerator is present for those items that need to be kept cold. A menu of snack items that are served is maintained for each session. For those children that remain the full day lunch is prepared by the school cafeteria and a copy of the menu is posted.

In reviewing administrative records all required notices for No Smoking, License Certificate, Consultant Contact, and Mandatory Abuse reporting were posted in an area readily accessible and visible to all parents and visitors. Other required postings for emergency evacuation, emergency numbers, disease exposure, handwashing, curriculum, schedule, and menu were also present. All staff and child files were reviewed and found to contain all required documentation. All inspection logs and certificates were current and available. The center handbook was reviewed and there were a few required policies that had not been included in the most recent update.

3. Identify the aspects that fall below the standard

109.4(1): Written policies on: Enrollment and discharge. Field trips and non-center activities. Discipline/Behavior/Biting. Nutrition. Health and safety policies. Transportation if applicable. Assurance people do not have unauthorized access to children at the center. Protecting children’s confidentiality.
-- Several policies were missing from the last handbook update. Missing policies include Fees/Financial Agreements, Health & Safety (Immunizations acceptability of exemption for religious or medical reasons, and Response Plans), Incident Reporting, and Staff Orientation & Training. It is possible that some of those policies such as fees may be listed in other documents and if so a reference to where they can be found would need to be included in the parent handbook.

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

A list of required written policies and guidance on information to consider for implementation was provided to the center.

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5. Special Notes/Recommendations

A full license will remain in effect at this time. Please provide a written response to the licensing consultant identifying a plan of action to correct and maintain those aspects cited as not meeting licensing standards and identifying an anticipated date of compliance. At least one visit will be made to the center during the next year.

Date: 03/16/2026

HHS Licensing Consultant: Ray Salsbury

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**.