Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Holy Trinity ECC-Ft Madison Site

Provider No.: 20163

Address: 2213 Ave J, Fort Madison, IA, 52627

County: Lee

Director's Name: Savannah Strunk

On-Site Supervisor: Jenna Freesmeir

Phone Number: 3193726428

E-Mail: Savannah.strunk@holytrinityschools.org

HHS Visit Date: 03/27/2026

Licensing Period: 09/01/2025 to 09/01/2027

Fire Inspection:

Date Inspected: 11/14/2025

Comments: due annually, performed by Fort Madison FD

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			
Monday	6:30 AM to 6:00 PM		
Tuesday	6:30 AM to 6:00 PM		
Wednesday	6:30 AM to 6:00 PM		
Thursday	6:30 AM to 6:00 PM		
Friday	6:30 AM to 6:00 PM		
Saturday			

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		26	60	14	100
Summer					0

1. Basic Overview

Holy Trinity Early Childhood Center--Ft. Madison Site is located in four classrooms in a single story, former parochial elementary school building in Ft. Madison. The center offers full day preschool/childcare for preschool age children year round and school age children in the summer months. The center also offers a preschool age early childhood educational program during the school year. The center is owned and operated by Holy Trinity Catholic Schools. It is governed by The Diocese of Davenport and the HTC Board of Directors. The director is Savannah Strunk. She has a BA in Elementary Education. She began this role in July 2021. Prior to taking this position she was the On Site Supervisor for the program and held that position since 2016. Jenna Freesmeir is the onsite supervisor is in charge (7:30- 3:30 pm). She began this position in June 2021. She worked full time for 5 years in another area licensed child care center prior to taking this role. Lisa Strawhacker is listed as the person in charge from 10-6 if the OSS or Director are not present. The program administrative assistant is typically present throughout the day in the office.

3 year old Preschool
Part time M-W-F 8:30-11
Full time M-F 8:30-11

4 year old preschool
Part time M-W-F 12:15-3:15
Full Time M-F 12:15 – 3:15
Pre-K M-F 8:30 to 2:30

Pre-Kindergarten is a full-day program for 4 and 5 year olds. 8:30 a.m. – 2:30 p.m. Monday through Friday.

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Kimberly Goetz is the ECC Admin Assistant.

On 3/27/26 I made an unannounced licensing visit to Holy Trinity Early Childhood Center--Ft. Madison Site and met with Director Strunk. She and I have had email and phone contact several times the past year.

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.

Center Nutrition Practices Observed:

Meals are served family style in the classrooms and posted menus indicate that minimum nutritional requirements are met. The kitchen contains new equipment, sufficient storage for center food, and sufficient dish washing capacity to accommodate a center of this size. The center participates in CACFP. Menus are posted and meet guidelines. Food storage was adequate. No outdated food items were present and no food was stored on the floor.

Children was hands prior to eating.

Staff are aware of sanitation procedures to ensure tables are sanitized.

Center Health and Safety:

The center administers prescription and non-prescription medication in accordance with licensing regulations, physician directions, and parental consent. All children with allergies/asthma must have an allergy action plan on file. Staff supervising the child should be trained on the plan. CCNC Amy Hayes may assist with these or other health related concerns.

The center is in compliance with regulations regarding staff and child hand washing, storage and maintenance of a first aid kit, emergency plans and drills for fire and tornado, environmental testing and the maintenance of any necessary detection equipment, and general regulations regarding safety and sanitation policies and procedures. Tornado and fire drills are conducted monthly and documented. A lead based paint assessment is required for buildings constructed prior to 1978. The Director agreed to conduct follow up lead based pain assessments periodically.

Ratio was met throughout the time of the visit. However, children were allowed to use the restroom down the hall from the classroom alone and without adult supervision. Children rom different classrooms could potentially be alone together in the classroom. Capacity is followed for each room.

The facility updated electrical outlets to tamper resistant in 2021.

Center Playground:

The center has a fenced and naturally shaded outdoor play area immediately behind the center. The Childcare Outdoor Weather Watch is consulted when outdoor play is questionable due to varying weather conditions. Playground inspections are conducted monthly. Each child has at least 75 square feet of space when outdoors. Stakes holding down the border in the outdoor play area are tamped down so that they are level and not potential tripping hazards. Areas of the fence that are loose or gates that are settling have been corrected so that gaps between 3.5-9 inches are not potential entrapment hazards. There is a hole in the fence has been repaired. Cabinets have been secured so that they are not potential toppling hazards. Mulch will be added this year as well as mats to place beneath climbing equipment.

CCNC Amy Hayes completed an Injury Prevention checklist in 2021.

Center Transportation Arrangements/Field Trips:

The center does not provide transportation. If field trips are taken in the future children will have field trip authorizations signed. Field trip ratios will be followed and emergency contacts and a first aid kit taken.

Center Administrative Records:

Child misbehavior is addressed by redirection, and positive reinforcement of appropriate behavior. The center is in compliance with regulations regarding required notices and postings and required written policies provided to parents in the form of a parent handbook. Administration keep a tracking system of staff and child records.

The program employs approximately 19 staff. Staff records include fingerprints and SING checks, professional development training hours, MR training, an updated physical and CPR/1st Aid training. The Director stated, " I have 2 staff members due for a physical. Everyone is up today on their continuing education training." This was verified in IPOWER.

Child records include updated physicals and immunizations, and annual file updates including pick up authorizations, emergency contacts and dental and medical information. They are reviewed annually. CCNC Amy Hayes completed a child record review in February 2021. She conducts immunization audits as well and the last one was completed in October 2024. The Director stated, "We have a couple kid physicals due but know they have appointments made." This is less than 10% enrollment and not a pattern of disregard.

The center has a specific Emergency Preparedness plan for this building. It is reviewed annually with staff and they sign and date acknowledgement of such.

2. Identify Observed Strengths of the program

The center developed an organized Emergency Preparedness Kit.

The center typically has 4 staff present all summer. This surpasses ratio expectations, is best practice, and is duly noted.

The center may access Child Care Resource and Referral Consultant Malia Love for consultation services.

CCNC Amy Hayes provides services to the center.

The program received a grant from ECI this past year and purchased helmets, Little Tikes cars, 2 tricycles and mats to place beneath climbing equipment outdoors.

The center uses PBIS. The Director stated, "We have an initial overview on it when we do orientation with our staff and all classrooms have different materials available in their rooms to ensure that 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. We are implementing center cards to help staff initiate positive interactions and relationships through open-ended questions and social interactions. We have meetings one a regular basis, at least monthly, do discuss what is working well and things that need to improve and how they can improve."

The center staff can take advantage of the WAGES program.

3. Identify the aspects that fall below the standard

1. 109.9(2)i: Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary. 9 children have outdated physicals

2. 109.10(14)a: The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. Children should not be allowed to go to the restroom down the hallway unattended by an adult

outside the door. Two staff need Universal Precautions training.

3. 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. The Director agreed to

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 center is directed to correct the items listed in Section IV. The Director gave me a verbal commitment that the noted rule violations would be promptly corrected. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

IHHS encourages you to contact your local nurse consultant with IDPH. 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 policies, health programs, health of personnel, and specific child health or safety issues. The CCNC is Amy Hayes. The Director and CCNC Hayes have a good working relationship.

This past year she performed "an immunization audit on 10/21/2024; I had a TA with them on 3/11/2025 answering questions regarding Ecoli; They also receive monthly newsletters and any mass emails I send."

IHHS recommends the center consult with 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. Please visit the following website for more information: http://www.iowaccrr.org/who_we_are/region_5. The program has a good relationship with Consultant Malia Love.

Consultant Love reported the following, "I visited the West Point Site with Savannah 8/19/2024.

I met with the director and we did a walkthrough of the preschool classrooms and the new Before and After school space. We discussed removing the small legos as they do care for preschool age children in the space. We went over hanging postings and supervision. They are looking at doing the NSLP and we discussed making sure snacks were meeting CACFP standards. We went over child files and having those as well as school age kids having a physical on file as well as the school age health form.

I left the director with resources for staff and child files. the quick HHS checklist, supervision and how to fill out an incident report. I followed up with an email attaching the handwashing and diapering posters, fridge/freezer temp form, sunscreen permission, peanut allergy posting.

5/01/2024-Offered support with navigating and cleaning up staff i-Power profiles.

6/05/2024-The director reached out asking about the age requirements for volunteers in a center. I replied with an email and sent her the expert from Com 204 about volunteers needing to be 16.

2/19/2025-I reached out to the director to touch base with her about their license. They are at their 6 month mark, I sent the licensing email and let the director know dates I was available. I offered to do a walk through of all the Holy Trinity sites and go over paperwork with her. I included the dates for all the sites expirations. I will touch base again in 3 months.

5/06/2026-Phone, did a complete update of the programs information and data

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11/17/2025- On Site, I went over updates with her regarding the Fort Madison site. She feels they are doing well and are fully staffed at this location. She would like to look at IQ4K for this site but is focusing on getting the staff for the other sites in place first. We briefly looked over staff profiles and she made the needed updates.

2/19/2026- On Site, I met with the program director on site and we went over all of the Holy Trinity Programs ECI Grant applications. While there the director also questions about ratios for combining 18months-3 year olds. I also touched base about IQ4K.

2/24/2026-Email, provided the director with the staff file tracking sheet that states what training and paperwork staff need and how often it needs to be done

2/27/2026-Email, The provider reached out to set up a visit to discuss age mixing, active supervision and ratio with all of the Holy Trinity Site Supervisors. She also asked about supervision trainings. We set up a visit date and I followed up with an email attaching resources and links for supervision.

3/09/2026-Off site- I met with the program director and all of the On site supervisors for the Holy Trinity sites. We discussed active supervision, primary groups and how that works with older children.

Malia Love
Child Care Consultant
Child Care Resource & Referral of Southeast Iowa
Community Action of Eastern Iowa
mlove@caeiowa.org

T: 563-271-0643
500 E 59th St.| Davenport, IA 52807| www.iowaccrr.org
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Targeted Assessment and Reporting We have far too many incidents of injury as a result of improper redirection or frustration. Beginning 3/1/2026, In every licensing report (until the end of the calendar year) were going to address behavior management. After Section “5. Special Notes/Recommendations” please type:

Targeted Assessment: Behavior Management
I discussed with the Director her oversight of behavior management related to helping childcare staff: 1) Understand expectations, 2) managing frustrations, 3) monitor performance.
1) Understand Expectations - At HTC ECC we discuss PBIS strategies with examples in staff orientation and revisit in staff meetings throughout the year. We are also always looking out for additional trainings to provide continuing education on support of our behavior management.
2) Managing Frustrations - During orientation and staff meetings we discuss the signs leading up to the staff being frustrated. We ask staff to look out for each other and if they see that a staff member is getting frustrated to take over in redirecting and continue to utilize our PBIS strategies.
3) Monitor Performance - Staff are evaluated throughout the year. We also address concerns immediately and provide additional training as necessary.

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• How do you help staff understand the expectation associated with behavior management? Our PBIS strategies are discussed in orientation and revisited throughout the year in staff meetings and immediately when needed. We provided in person training in the classrooms with PBIS strategies prior to the staff member counting in ratio as well as continuing education on PBIS.

• How do you help staff recognize their frustration and respond with de-escalation? We discuss signs of frustration - louder voices, faster talking and other physical body signs. We discuss the steps they can take to de-escalate their own frustrations. We talk about watching for those signs of frustration and having another staff member take over to allow the staff member de-escalate. If the staff members needs to leave the room, we talk about checking ratio and if needed calling in an administrator to step in so the staff can take a break and de-escalate.

• How do you monitor these skills / expectations? At HTC ECC we do yearly evaluations and discuss the important strategies and expectations. Administration and supervisors monitor skills and expectations in the classroom throughout the year any concerns and additional training is provided immediately if needed.

Date: 04/10/2026

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**.