Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Montgomery Street Preschool

Provider No.: 28391

Address: 313 E Montgomery St, Knoxville, IA, 50138

County: Marion

Director's Name: Katie Bishop

On-Site Supervisor: in process of appointing OSS

Phone Number: 6418422193

E-Mail: mspschool@hotmail.com

HHS Visit Date: 02/09/2026

Licensing Period: 12/01/2025 to 12/01/2027

Fire Inspection:

Date Inspected: 07/10/2023

Comments: performed by State Fire Marshal, due every three years

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		8:30 AM to 11:00 AM	
Tuesday		8:30 AM to 11:00 AM	
Wednesday		8:30 AM to 11:00 AM	
Thursday		8:30 AM to 11:00 AM	
Friday		8:30 AM to 11:00 AM	
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			56		56
Summer					0

1. Basic Overview

Montgomery Street Preschool has been in operation since 1983. The preschool is located within the First United Methodist Church in Knoxville and the church owns and operates this center. Classes are available for 2-year-olds, 3-year-olds, and 4/5-year-olds; offering a 4 day/week Pre-K class. The preschool has a secured entrance. This preschool serves children ranging from two through five years of age. Katie Bishop has been the director since August 2010. Katie has a BS in Animal Science. She was the assistant director for two years prior to becoming the Director. In 2024 and 2025 HHS requested that the program appointing an OSS in case the Director is absent. They indicated an On-Site Supervisor would be appointed this year so that rule is met when the Director is absent. Carey Liston will send an OSS request to HHS.

Program Observations:

An unannounced licensing visit took place on 2/9/26. All program areas were observed at that time. All areas subject to HHS licensing rules were reviewed. Mandatory postings are in place at the center's entrance. The class schedules and lesson plans are posted by classroom doors. Each classroom is well furnished with age-appropriate learning supplies, toys and furnishings. Staff were actively providing childcare at the time of the visit. The rooms are divided up to keep children of differing ages separate. The preschool is clean, bright, attractive, and equipped with a satisfactory variety of new child sized furniture, equipment, toys, games, and activities for the children. It is located on a second story of the church.

Preschool Nutrition Practices Observed:

Staff prepare snacks. Parents are asked to provide snacks as part of their donations to the preschool. Parents are given a list of credible food items. The snack menu was observed. Meals are served family style and posted menus indicate that

minimum nutritional requirements are not all being according to CACFP requirements. The Director agreed to correct this.

Thermometers are in the refrigerator and freezer units per requirements. Temperatures were below recommendations of 40 degrees or below for cooling and zero degrees or below for freezing temperatures. I observed dry food storage. No food was observed on the floor. Food was stored in cabinets. All food items were kept in sealed containers. One percent milk is served. The Director is aware CACFP approved foods must be served.

Preschool Health and Safety:

Children were observed in the classrooms. In each room staff were actively engaged with the children's activities throughout the visit. If staff need a break, to run errands, etc.. classrooms are not out of ratio. Since Katie is present daily, she is able to give staff breaks so that ratio is maintained. Ratio was met and maintained during the visit. Interactions between staff and children were observed to be positive.

All volunteers shall be at least 16 years of age and shall: Have signed statements indicating no conviction of any law in any state or record of founded child or dependent adult abuse. Signed statements indicating no communicable disease or other health concerns that poses a threat to children. Volunteers can be utilized to assist in maintaining ratio when staff need breaks. They should sign a statement indicating they have been informed of responsibilities as mandatory reporters. They must undergo record check process if:

The individual is included in meeting the required child/staff ratio.
Has direct responsibility for a child or children.
Has access to child or children when no other staff is present.

The center staff and Director and I discussed administration of prescription and non-prescription medication in accordance with licensing regulations, physician directions, and parental consent. We discussed that children with allergies must have an Allergy Action Plan on file, posted in the room with the child and available to employees.

Storage and maintenance of a first aid kit is reviewed annually. Kits should be labeled and contain all items on the checklist from IDPH. The center contains an ill/injured area in case children become ill. Children are kept comfortable in this area until parents can pick them up.

We reviewed environmental testing and the maintenance of any necessary detection equipment. The center contains 2 UL approved, non-battery-operated units. Radon testing has been conducted within the past five years with testing results less than 4 pCi/L. Testing is due every five years and should be conducted in the winter. The building was constructed in 1961 and completely remodeled in 2002, there for a lead-based paint assessment is required. The building is on city water therefore water analysis is not required. The church is heated and cooled with a boiler. Air is forced through ceiling vents. Thermostats are in each room. Ventilation and air quality was adequate on the visit.

Overhead lighting is provided by fluorescent lighting and the center contains five large windows in each room providing natural lighting. Windows can be opened to assist in air quality. Windows are present but are not opened during the program day since the program is held on the second floor. All cabinetry was anchored in 2025.

General regulations regarding safety policies and procedures were reviewed. Hand washing and food prep sinks should be designated and not used interchangeably.

Each child in the program should have 35 square feet of usable floor space. The rooms are designed to allow adequate space for all activities. Square feet is not an issue in classrooms. All program areas were clean during the visit. Some students must use a restroom down the hallway due to not having a connected restroom. A hand washing sink is present in each room and in the restrooms.

Volunteers must go through a training to serve as volunteers. The form they sign should include information they the volunteer has been informed of the volunteer's or substitute's responsibilities as a mandatory reporter. Volunteers should always be under the direct observation of staff. All volunteers and substitutes shall sign a statement indicating whether they have one of the following:
a. (1) Conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
(2) A communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the

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children.
b. (1) Complete form 595-136 DHS Criminal History Record Check, Form B
(2) Complete Form 470-0643, Request for Child Abuse Information.
(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitute's responsibilities as a mandatory reporter.

We discussed emergency plans and drills for fire and tornado. Fire and tornado drills are documented monthly.

Ratio was met and maintained. Staff keep personal belongings in cabinetry. Children do not have access to this area.

The facility has no pets or plants.

Sanitation policies and procedures were reviewed. Overall, the building was clean. Restrooms were clean and contained an adequate amount of toileting supplies. Each restroom has ventilation as required.

Children do not have access to the kitchen.

Preschool Playground:

The center has a fenced and naturally shaded outdoor play area. Each child should have a minimum of 75 square feet of space for gross motor activities. Capacity for the area should not be exceeded. The center's playground has fencing and one climbing structure. There are areas of grass and concrete. Pea gravel is surfacing material beneath the climber. An indoor climber for cold or rainy days is available.

The Child Care Weather watch is utilized when outdoor play may be questionable due to weather conditions. Playground inspections are conducted and documented monthly.

Preschool Transportation Arrangements/Field Trips:

On field trips, First United Methodist Church's vans and parent private cars will transport children. Children will be fully secured in a proper safety or booster seat provided by the parents. Parents are responsible for securing safety seats in the church van. Staff will check seats and secure all children riding in the van. No preschool children will be allowed to ride in the front seat of the vehicles. Vehicle drivers shall have a valid driver's license and will not be under the influence of substances that could impair the ability to drive. They will also have completed a driver safety course as required by the church. Emergency lists with medical and dental consents will be taken along with a First Aid Kit. A permission form will be signed by a parent before scheduled trips with specific date and time included. There will always be two adults in the transportation vehicle. HEAD COUNT IS PERFORMED OFTEN.

The children may take walks in the community. If so, Each parent signs a field trip permission form that is placed in each child's file. A list of child emergency numbers and a first aid kit are taken on each trip.

The Director agreed to secure van inspections, which are required annually.

Preschool Administrative Records:

Child misbehavior is addressed by positive reinforcement of appropriate behavior, redirection, modeling, and conflict resolution techniques. Required written policies are provided to parents in the form of a parent handbook. The handbook was given to me on the visit.

The program employs approximately four staff. Staff files are reviewed annually. Per records staff are up to date on cpr, 1st aid, Mandatory child abuse training, continuing education, and professional development hours (due annually). All staff have updated physicals. These are due every three years. All fingerprints are current (every four years) and Iowa Criminal Record checks (2 years).

Child files are reviewed annually. Not all children have current physicals. All children do have immunizations on file. Public Health conducts an immunization audit each December. All children have signed medical and dental information, pick up authorizations and emergency contact information.

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Annual staff training held on emergency plans will be held soon. The Director developed the new Emergency Preparedness Plan for this center. Some information should be added to the plan, so it is compliant with rule.

Regulations regarding required notices and postings are present. Emergency procedures maps are posted by each door. A schedule is posted in the classrooms. A No Smoking sign is posted inside the main door where parents drop off and pick up children. Emergency numbers are posted including, Fire, Ambulance and Poison Control.

The center posts communicable diseases on the front door when necessary. A class schedule is posted. Curriculum is implemented daily and lesson plans are on file.

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2. Identify Observed Strengths of the program

Katie has been the director at this preschool for several years. Each classroom is well furnished with age appropriate learning materials and toys. The center is able to provide some scholarship assistance for eligible families.

3. Identify the aspects that fall below the standard

1. 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 will talk with the church and get the latest inspection. An HHS binder should be developed with the inspection put in the binder. CCR&R can assist with developing a binder. HHS reached out to CCR&R and asked for assistance with this.

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 preschool be in Full licensing status. The prorgram 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. CCNC Mandi Lauderman or CCNC Tammy Merrill are Nurse Consultants (Iowa Department of Public Health) for this center. It was noted in 2024 the center is responsible for contacting CCNC Lauderman for consultation regarding health and safety issues such as hand washing, outdoor play area regulations, toppling or tipping hazards, childcare safe cleaners, etc.... I spoke with CCNC Lauderman on 5/14/24 and asked that she conduct a Health and Safety Checklist. I emailed her again on 2/10/25 asking the same. I emailed CCNCs February 19th 2026 regarding contact with the program. As of 2/24/26 no response.

No CCNC visited this site in 2025. A checklist was not completed. HHS requested a CCNC Lauderman or Merrill conduct a health and safety checklist since issues identified last year still have not been corrected and CCNCs have not visited the center.

IHHS recommends the center consult with Child Care Resource and Referral. They offer centers assistance with meeting the DHS regulations, IQ4K, toddler/preschool 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

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more information: http://www.iowaccrr.org. She is available to assist with questions or concerns related to curriculum, supervision, transitions, behaviors, etc... The Director reached out to CCR&R Consultant Brenda O'Holloran in 2024 and asked for consultation services prior to the HHS visit. This is best practice and is duly noted. Consultant O'Holloran is assisting the provider currently with adding OSS to IPOWER. Leah Bowman is the new CCR&R Consultant.

Consultant provided the following the past year, "I was in contact with her after your May 2024 referral. I visited the program back in January 2024. Sent email asking for appointment following your referral in May 2024, 5/14/24 and 5/16/24. Emailed trying to set up visit. No answer. I didn't follow up after that. I sent training recruitment for PW-PBIS, didn't hear back 12/16/24

Brenda OHalloran,
Child Care Consultant
Jasper, Marion, and Poweshiek Counties
Child Care Resource & Referral of Central Iowa
Child Guidance Center Orchard Place
bohalloran@orchardplace.org"

I made a referral to Cosultant Bauman on 12/19/26 asking for assistance with the HHS binder. She reached out to the Director the same date.

CCR&R and IDPH should be consulted throughout the year. The Director agreed to access Iowa Department of Public Health Child Care Nurse Consultant to arrange a Health and Safety Checklist.

Date: 02/24/2026

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**.