Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Holy Trinity Catholic Daycare - East Campus

Provider No.: 52869

Address: 210 8th St, West Point, IA, 52656

County: Lee

Director's Name: Savannah Strunk

On-Site Supervisor: Brittni Fuerman

Phone Number: 3198376966

E-Mail: savannah.strunk@holytrinityschools.org

HHS Visit Date: 04/02/2026

Licensing Period: 06/01/2025 to 06/01/2027

Fire Inspection:

Date Inspected: 07/14/2026

Comments: conducted by State Fire Inspector, due every 3 years

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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CHILD CARE CENTER ANNUAL EVALUATION

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:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	15	14	16	14	59
Summer					0

1. Basic Overview

Holy Trinity Catholic Daycare- East Campus in a new program providing traditional childcare. It is located in the business section of West Point on a main thorough fare. The building was formerly utilized as childcare. It is owned and operate by Holy Trinity Catholic Schools. The Director is Savannah Strunk. Director Strunk oversees three other programs for Holy Trinity. Permission To Open was given in June 2025. OSS Fuerman is present daily, has a High School Diploma and 5 years of full time experience in the center prior to taking this role. She was the Director and owner of the former center since 2020. Shannon Paschon is the other on site supervisor. Ms. Paschon has a High School Diploma and been employed at the center full time since 2015. She took the Passport series in August 2022.

The center is licensed for 59 children, ages 2 weeks to 10 years. The center offers full time services. This year I made an unannounced licensing visit on 4/2/2026 and met with both OSS and the Director. Approximately thirty children are enrolled in this program.

Program Observations:

The center has three classrooms, a lobby, and an office area. The classrooms are divided by age and are interchangeable. The rooms are clean and equipped with a satisfactory variety of child sized furniture, equipment, toys, games, and activities for the children. The classrooms are also generally self-contained with their own restrooms and direct exit to the outdoors.

Upon entering the center the Director's office is directly to the right. The office is enclosed by a half wall allowing the Director to have communication with classrooms across the hall. An open area accommodates parents as they enter and coats and other child and staff belongings are kept here.

CHILD CARE CENTER ANNUAL EVALUATION

Infant room schedules are based on the child's needs according the parent/guardian wishes and the child's eating and sleeping habits. It is the goal as the provider/teacher to interact with the infant through holding, talking, singing and reading. Infants are also given a variety of ways to explore and discover through play. All care-givers will interact positively as they learn through play with indoor and outdoor activities. An activities section has been added to the daily sheets.

SAFE SLEEP practices should are followed at all times. All infants should be easily observed by staff at all times, especially during sleep. Staff must position cribs so that all sleeping infants are easily observable. Babies should be on their backs with NO other items such as blankets, bibs, or toys in the cribs with them.

Typical Indoor Activities: Textured toys, busy boxes, mobiles, rattles, noise making toys, listening to music, and general interaction with others. We discussed the biting policy. We discussed that staff may consult with CCR&R for outside suggestions regarding biting and other infant room issues.

Typical Outdoor Activities: Activities are adjusted according to infant's age and development, but may include swinging, sliding, ball play (rolling, throwing, kicking, etc.) and general outdoor discovery.

Toddler Schedules are based on child needs according to parent/guardian wishes and the child's daily routines of eating, sleeping and self-help skills. Center goals are to work with the parent/guardian, and child on potty-training when the child is ready. Most daily activities are encouraged through exploring, discovering and learning through play with peers and caregiver(s). Toddlers are given the opportunity to learn through self-play or small group play. This room has an extra storage room attached. Allergies were posted in this room. Cots in the toddler room should be spaced appropriately (at least 2 ft. apart) at nap time. The Director explained that staff will sit by the children on cots and pat their backs.

Preschool and School age children are separate from younger children.

A separate laundry room is available. Extra diapers, wipes and other related products are stored here.

Center Nutrition Practices:

Staff provide supervision at tables during snacks and meals. Children at the center for two hours or longer are offered food of not less than two hours and no more than three hours apart unless child is asleep.

The center is aware they must follow minimum requirements for the CACFP. The infant refrigerator was inspected. It did contain a thermometer as did the main refrigerator. Whole milk is kept on hand for the children two and under. Children must be fed every 3 hours. Dishes in each room are washed by hand by the three-step method.

Center Health and Safety:

Radon testing due every 5 years. It is current and below 4 pci/L. Carbon monoxide detectors and general safety were reviewed. The fuel burning appliances inspection is due annually. The last inspection was conducted in 2025. Ventilation and lighting are good in every room. All rooms were observed to be clean and free of hazards.

Tornado and fire drills have been practiced monthly per my observation of documentation.

Restrooms in the center have ventilation. The center meets requirements for restrooms and changing tables. 1:15. Every room MUST have a minimum of 35 square feet of usable floor space per child for indoor activities.

Center Outdoor Play Area:

The center outdoor play area is on the side and back of the building. It is fenced and contains riding toys, an open playhouse, as well as many other toys. Children should be taken outdoors if the weather is appropriate for outdoor play. Surfacing is recommended so children are able to play in this area year-round. A shade structure is present.

A first aid kit is taken outdoors as well as emergency contacts and any emergency medication. Staff utilize the Child Care Weather Watch to determine if outdoor play is appropriate in varying weather conditions.

CHILD CARE CENTER ANNUAL EVALUATION

Outdoor play area inspections were conducted and documented monthly.

Center Administration:

The program is aware curriculum and lesson plans should be implemented daily. They may access CCR&R for assistance with this issue. They appear to follow daily routines and have schedules for each room.

Child files are reviewed annually including annual updates. On each visit child immunizations and physicals are reviewed as well as pick up authorizations, dental and medical information, field trip authorizations and emergency contacts. Files should be updated annually. IDPH examines immunization records annually.

Incident reports are detailed and kept on file.

The center employs four to eleven staff. Staff files are reviewed annually including Iowa SING checks (2 years) and fingerprints (due every 4 years). Professional Development hours are to be completed annually, and staff physicals have been completed every three years. Mandatory Reporter (every 3 years). All employees are CPR certified.

The center handbook contains all required policies. All required postings were present including the HHS consultant posting and license, mandatory reporter posting, no smoking signage.

The center has the required Emergency Preparedness Plan. All staff have been trained on the plan in the past year and signed and dated acknowledgement of such.

2. Identify Observed Strengths of the program

The Director has several years experience in this building.

The staff were employed at the center housing the building prior to the new program.

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. Administration agreed to get an updated copy or inspection of fuel burning appliances. HHS held this report until an approved fire inspection was procured.

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. Any ongoing or future issues should be immediately corrected as they arise. If the center has questions or concerns about meeting licensing rule, they may contact HHS or CCR&R. It is important to note, all HHS licensing standards and procedures must be maintained during the renewal period.

HHS encourages you to contact your local nurse consultant. 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. Monthly emails are sent from CCNC Hayes on a wide variety of topics regarding childcare health and safety. Please visit the following website: http://idph.iowa.gov/hcci/consultants Your CCNC is Amy Hayes. CCNC Hayes provided the following since center application: CCNC Hayes reported the following for 2024: I had 2 onsite visits there, the most recent was on 2/25/2025.

CHILD CARE CENTER ANNUAL EVALUATION

We discussed trainings, and she conducted a CPR class April 15th. I send her monthly newsletters and any updates that I receive.

This year she provided the following:
10/29/2025-Information sent/discussed regarding Hand, Foot, and Mouth disease as well as pertussis.
03/25/2026-Questions answered regarding feeding breast milk,
03/30/2026-Questios regarding height for anchoring furniture to prevent tip over
03/30/2026 Questions regarding use of sunscreen

HHS encourages you to contact Child Care Resource and Referral. They offer centers assistance with meeting the HHS regulations, IQ4K, 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: http://www.iowaccrr.org/_we_are/region_5/ Your Child Care Resource Consultant is Malia Love, Jodi Norton CCR&R Supervisor.

Consultant Love stated the following: Below are the dates for my contact with OSS Fuerman in 2024:
3/7/2024-Spoke with the program about the CCA Pilot Program for staff.
3/14/2024-Discussed fingerprinting for staff under 18 and having a letter of parental consent on file.
8/13/2024-I reached out to the program to set up a visit to go over HHS items and files. I looked up the OSS in i-Power and let the program know they would need to go in and make a role request for Shannon. I followed up with an email to both the oss set up a visit date and time as well as attaching the OSS points sheet.
Monthly newsletters and updates of various topics provided.

She visited on site 3 times in the last 12 months to the East Campus.

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

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 (Ft. Madison) 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

2/27/2027-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.

Both Consultants have had many contacts with Director Strunk the past year on various topics.

Targeted Assessment: Behavior Management
I discussed with director Strunk 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.

CHILD CARE CENTER ANNUAL EVALUATION

3) Monitor Performance - Staff are evaluated throughout the year. We also address concerns immediately and provide additional training as necessary.

(The goal is to put all of this on the mind of directors and for them to be purposeful in their teaching and monitoring process)
Here are some probing questions that may be helpful:
• 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: 07/17/2026

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**.