Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Sacred Heart School

Provider No.: 44486

Address: 210 E 3rd St, Monticello, IA, 52310

County: Jones

Director's Name: Sara Parsons

On-Site Supervisor: Sara Parsons

Phone Number: 3194654605

E-Mail: trish@shmonticello.org

HHS Visit Date: 04/17/2026

Licensing Period: 04/17/2026 to 05/01/2027

Fire Inspection:

Date Inspected: 07/10/2024

Comments:

Report Visit Type:

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

License Type:

- [ ] Full
- [X] Provisional

Quality initiative:

Quality Rating: 1

- [ ] Accrediation

Program Duration:

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

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HOURS:	Year-round	School-Year	Summer Only
Sunday			
Monday		8:00 AM to 11:00 AM	
Tuesday		8:00 AM to 11:00 AM	
Wednesday			
Thursday		8:00 AM to 11:00 AM	
Friday		8:00 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			30		30
Summer					0

1. Basic Overview

Sacred Heart School license is located inside the Sacred Heart Catholic School which is part of the Archdiocese of Dubuque. Sacred Heart Catholic School has been part of the community for over 90 years. During the 2025-2026 school-year, a 3yo preschool program is the only component of this license being offered with hours having also changed. The 3yo preschool operates 4 days a week, school-year only, M, T, Th, F from 8am-11am. Total enrolled and attending children was reported to be 15 at the time of this inspection.

Director of this program is Sara Parsons. While Ms. Parsons was acting in the director role since fall 2025, Ms. Parsons wasn't fully qualified and approved for the director role until May 2026. Ms. Parsons has experience working with children and participates in professional development.

On 4/17/2026, program space was observed. Primary programming occurs in a designated 3yo preschool classroom. Program materials are organized in cabinets and on shelves for ease of use. Sufficient restrooms including hand washing sinks are available to accommodate total capacity. The program has some access to an outdoor play area. Preschool snack is provided by families with children enrolled in the preschool program. The preschool does supplement snack when needed to ensure food items served are credible. Upon arriving to the classroom, gentle music was being enjoyed as children engaged in mild calisthenics. Discussion included "how it was going to be a great day!" with high-5s all around. Further discussions included the weather outside and calendar work while incorporating pattern recognition. Focus then shifted to the color yellow, inspecting their planted flower seeds, and reading the book "The Surprise Garden". Center play experiences included sensory, home living and many building options. Curriculum allowed for a variety of experiences that were observed to pique child interest as well as build cognitive skills, strengthen emotional intelligence, enhance physical coordination, and encourage the use of social graces. Routine transitions (e.g. clean-up, snack rituals) were found to go well.

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On 4/17/2026, staff were observed to be in ratio, utilizing positive behavior interventions when needed and engaged in programming with the children. Children appeared comfortable with staff and to be enjoying the day.

2. Identify Observed Strengths of the program

The philosophy of Sacred Heart School Childcare "...is the determining factor in the quality of experience that you and your child will receive. The core philosophy is to provide quality, loving care for all children..."

Sacred Heart School Childcare has the following website for families and the community to learn about the program: https://www.shmonticello.org/aftercare.

Sacred Heart School Childcare has achieved IQ4K level 1. In November 2023, the program was featured in the Monticello Express newspaper highlighting the program's annual "pancakes and PJs" event.

As of 4/17/2026, Sacred Heart School license continues to be owned and overseen by a board of directors. The director of the program is Sara Parsons. Ms. Parsons became fully qualified as the director in May 2026. Ms. Parsons is knowledgeable of licensing guidelines as well as the program's own policies and procedures. On 4/17/2026, licensing and Ms. Parsons reviewed organizational strategies to help ensure administrative items are completed as required and maintained in a confidential manner on-site.

On 4/17/2026, Sacred Heart School license was found to have an area for required postings as well as other information. Curriculum incorporates a religious component, teacher inspired ideas, on-site guest speaker events, walking field trips, theme days and seasonal/holiday celebrations.

As of 4/17/2026, Sacred Heart School license continues to have and update as needed policies and procedures that include those for safety, daily health checks, hand washing, cleaning, sanitizing and disinfecting. On 4/17/2026, Ms. Parsons acknowledged how the program continues to help ensure the children's space is sanitary and hazard free each day by following their policies and procedures. Ms. Parsons also acknowledged having support from CCR&R as needed, the local CCNC as needed, and the school (e.g. school board, school administration, school maintenance, school custodial team) as to daily building and grounds conditions and repairs.

Sacred Heart School license continues to have emergency plans, policies, and procedures in place which are annually reviewed and updated as needed. The program successfully navigated through Jones County flooding events, 2019 winter Polar Vortex, 2019 health (covid-19) pandemic, 2021 food supply issues, 2022 infant formula shortages, air quality alerts (2023, 2025), and repeated technology outages (7/19/24 global technology outage, 10/10/2025 AWS outage, 10/29/2025 Microsoft outage).

3. Identify the aspects that fall below the standard

109.9(1)a: All files contain:Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record checkCopy of a request for child abuse information form, when applicable.Copies of results of Iowa record checks conducted through the SING for review by the department upon request.Copies of national criminal history check results.Any department issued documents sent to the center related to a record check, regardless of findings. 109.9(1)c: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
- On 4/17/2026, no employee files were available to review. Over 30 days later and after additional requests as well as the preschool now having ended for summer break, staff files have remained unavailable to review.

109.9(2)a-c: All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center’s care as well as who can pick up the child as authorized by the parent.
- On 4/17/2026, no child files were available to review. Over 30 days later and after additional requests as well as the preschool now having ended for summer break, child files have remained unavailable to review.

109.9(2)h: Signed and dated valid Certificate of Immunization, Certificate of Immunization Exemption, or Provisional Certificate of Immunization, provided by the department must be on file for each child enrolled as required by Iowa Administrative Code 641—7.
- On 4/17/2026, no child immunization documentation was available to review. Over 30 days later and after additional

requests as well as the preschool now having ended for summer break, child immunization documentation has remained unavailable to review.

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.
- On 4/17/2026, no child physicals were available to review. Over 30 days later and after additional requests as well as the preschool now having ended for summer break, child physicals have remained unavailable to review.

109.10(13)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.
- Documentation of required monthly fire drill and monthly tornado drill were not found on the day of the license. Over 30 days later and after additional requests as well as the preschool now having ended for summer break, this documentation has remained unavailable to review.

109.11(4)b: Record of monthly inspections of outdoor recreation area and equipment shall be kept.
- Documentation of required outdoor play area inspection was not found on the day of the license. Over 30 days later and after additional requests as well as the preschool now having ended for summer break, this documentation has remained unavailable to review.

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.
- Documentation of the required annual all fuel burning appliance inspection was not found on the day of the license. Over 30 days later and after additional requests as well as the preschool now having ended for summer break, this documentation has remained unavailable to review.

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

The above documentation shall be promptly provided to licensing for review.

5. Special Notes/Recommendations

A provisional license has been issued. Thank you for the visit.

Date: 05/28/2026

HHS Licensing Consultant: Amy Lyons

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**.