Iowa Department of Human Services
CHILD CARE CENTER EVALUATION AND RECOMMENDATION FOR LICENSE

Name of Center: Holy Trinity ECC-Ft Madison Site **Enrollment:** 65 **License ID No. (Reapplications)** 20163

Street: 2213 Ave J **City:** Fort Madison Iowa **Zip** 52627 **County:** Lee

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

Director's Name: Savannah Strunk **Phone Number:** 319-372-6428

On-Site Supervisor(s): Jenna Freesmeir **E-Mail:** Savannah.strunk@holytrinityschools.org

Date(s) of Visit: 04-24-2025

X **Licensing Visit** X **Unannounced Visit** **Off Year Visit** **Administrative Change**

LICENSING VISITS

New Application X **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 05-06-2025

FIRE INSPECTION **State** X **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 11-19-2024

Comments : due annually, performed by Fort Madison FD

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA X Other NA

Program Serves: Infants (0-23 mo.) X 2 Years X Preschool-Age X School-Age

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General		26	60	14	100
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 09-01-2025 to 09-01-2027
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Jill Seibert **Date:** 05-05-2025

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

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.

Kimberly Goetz is the ECC Admin Assistant.

On 4/24/25 I made an unannounced licensing visit to Holy Trinity Early Childhood Center--Ft. Madison Site and met with teacher Julie Meir. I later followed up 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 1960. The Director agreed to conduct follow up lead based pain assessments periodically.

Ratio was met throughout the time of the visit. Staff have been trained so that staff can see all children under their care at all times. 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 should be 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 that should be repaired. Cabinets have been secured so that they are not potential toppling hazards.

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.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

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 center added new flooring in 2019 and has new restrooms. This dramatically improves the appearance of the program.

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.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

1. 109.10(9): First aid kit: The center shall ensure that a clearly labeled first aid kit that is sufficient to address minor injury or trauma is available and accessible to staff at all times when children are:In the center.In the outdoor play area. On field trips. Staff agreed to label all first aid kits.

2. 109.11(3)a: Center shall ensure that: Facility and premises are sanitary, safe, and hazard free. Adequate indoor and outdoor space is provided. The outdoor area shall include safe play equipment and area of shade. Sufficient space provided for dining. Sufficient lighting shall be provided. Sufficient ventilation. Sufficient heating. Sufficient cooling. Sufficient bathroom and diapering facilities. Equipment, including kitchen appliances, are maintained so as not to result in burns, shock, or injury to children. Sanitation and safety procedures for the center are developed and implemented to reduce risk or injury or harm to children and reduce transmission of disease. A hole is present in the outdoor area. The program plans on fixing it.

3. 109.9(2)g: Any child with allergies, a written emergency plan. Copy shall accompany child if they leave the premises. All allergy or asthma action plans shall have both parent and physician signature and posted or available in the room with the child so staff can reference the plan in a health emergency. Child physicals will be updated as soon as returned by parents (2). CCNC Hayes indicated she would assist the program with these forms if needed on 5/5/25..

V. 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."

IDHS 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. Your Consultant is 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.

The past year she stated the following, " Hello, Below are the dates I offered TA and visit with Holy Trinity Fort Madison in the last 12 months.

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.>

Malia Love
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Serving 19 Counties

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*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your DHS Licensing Consultant to discuss the issue. The child care director may also send a response which will be placed in the licensing file.

*Note: If you are a member of the general public, there may be additional information contained in the public file. You may contact the DHS Licensing Consultant to inquire.