Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Faye Kozelka

Provider Name: Faye Kozelka

Provider No.: 19158

Address: 300 Sunrise BLVD, Decorah, IA, 52101

E-Mail:

County: Winneshiek

Phone Number: 5633791500

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 9/1/2026

Program Type:

- [ ] Registered Child Development Home A (guidelines for ratios on all categories)
- [X] Registered Child Development Home B
- [ ] Registered Child Development Home C
- [ ] Registered Child Development Home C1
- [ ] Non Registered Child Care Homes accepting CCA

Program Population Served:

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

1. Basic Overview

Faye shared that she began providing childcare in 2003. She is not a participant of the IQ4K quality rating system. She does not currently participate in the Food program but reported she did in the past and still follows the guidelines. Faye is open to caring for children of all ages but noted that she only cares for school age children if she had that child in the past. Faye currently uses the lower level of her home for childcare. That level is specifically set up for childcare purposes. She has a large space with a variety of toys and activities for the children. She has a door as a secondary exit from that level. Although Faye does not currently use the main level of her home for childcare, we did discuss that it is approved as long as she would have a fire extinguisher on that level. Faye has a large fenced in yard with several play structures for outdoor play. Faye does have one dog that rarely interacts with the children. Faye does have one approved assistant and does not have an approved substitute.

CHILD CARE ANNUAL EVALUATION

2. Identify Observed Strengths Of The Program

Faye had 8 children in care on this date. She is allowed to have four children under the age of 2, and had three children under 2 on this date. Her other five children in care where all age 2. Faye shared that she recently had a lot of turnover, with children going to school. With the group all so close in age, Faye did identify some challenges, but this worker did observe appropriate interactions and supervision on this date. This worker also observed her to redirect the children as needed.

Faye's childcare space is quite nice, clean and offers a variety of toys and activities for the children. Faye did describe that with the current ages of children in care, she offers a lot of free play, but she also reads to the children regularly.

Although Faye was missing some of the required documentation, she did have it organized into one binder with separate folders for each child. This organization made it easy for this worker to review her documentation while she was able to continue to supervise the children accordingly.

3. Identify The Aspects That Fall Below The Standard

110.8(1)a. Number for each child's parent, a person who can be reached when the parent cannot and child's physician is written on paper and readily accessible by the working telephone.
Faye had a written list but it did not include all of the children enrolled.
*Faye needs to update her written list to include all of the children currently enrolled.

110.8 (1) h : Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.
Faye did not have a smoke detector in one of the bedrooms where children nap.
*Faye needs to install a smoke detector in the bedroom that was missing one and she needs to send pictorial verification of compliance to this worker.

Each smoke detector is tested monthly, and a record is kept for inspection purposes.
Faye did not have documentation of monthly testing of smoke detectors. This worker did provide her a form to use for future documentation purposes.
*Faye needs to ensure that she is testing her smoke detectors monthly and documenting those accordingly.

110.8 (4) a : Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.
Faye did not have her emergency and disaster plan for fire and tornado posted at her secondary exit.
*Faye did post this plan at her secondary exit while this worker was present.

110.9(1)a. A physical exam report documented on form 470-5152, Child care provider physical examination report, for all household members over the age of 18. Physical exams to be repeated every three years.
Faye's physical exam had expired last year. She did report that she has a physical set for later in the week.
*Faye needs to obtain an updated physical for herself, and it needs to be documented on the approved HHS form.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.
Faye did have files for each child but needs to ensure that she is having the families review/update those annually and signing and dating accordingly.

Each file contains:
110.9 (4) c : A signed medical consent from the parent authorizing emergency treatment.
110.9 (4) d : For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.
110.9 (4) e : For infants and preschoolers: A statement of health signed by a physician submitted annually.
110.9 (4) g : A signed and dated immunization certificate provided by the state Department of Public Health.

CHILD CARE ANNUAL EVALUATION

110.9 (4) i : Documentation signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.
110.9 (4) j : Written permission from the parent(s) for their child to attend activities away from the child development home.
Faye was missing an authorization to seek emergency medical care for 2 children.
Faye was missing an initial physical for one child.
Faye was missing an updated/annual physical for 2 children.
Faye was missing an immunization record for one child.
Faye was missing the consent form authorizing who can pick up a child and the permission to attend activities for one child.
*Faye needs to work with the parents to obtain all of the required documentation for each child's file.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 9/22/26) and will be reviewed at the next annual compliance check.
Please send pictorial verification of compliance of the items where specifically noted above to christy.weber@hhs.iowa.gov or text to 319-429-0749.

Thank you for your service in providing childcare in your community.

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

NA

5. Special Notes/recommendations

Notes:
Faye shared that she does not transport the childcare children.
Faye shared that she does not ever use a swimming pool for the childcare children.
We did discuss safe sleep policies.
We did discuss the number of children she is allowed to care for at one time as a Category B provider.

Faye did ask this compliance worker about the ability for her to take her childcare children to another provider's home and/or for another provider to bring her childcare children to Faye's home. Faye referenced that had read somewhere it is allowed, but in reviewing what she has found when she used Google, it did state that they could not go over the number of children allowed at the host provider home. This worker did agree to follow up but noted it was my understanding that home providers are not supposed to visit another home provider during childcare hours for various reasons. After seeking clarification, HHS policy has noted that childcare providers are not able to go to another childcare provider home.
This information was relayed to Faye accordingly.

As part of the 2026 Targeted compliance the Emergency Preparedness Plan was thoroughly reviewed. Faye was in compliance with her EPP.
She was encouraged to review it at least yearly to ensure that no changes need to be made.

Recommendations:
As of 7/1/25 providers are expected to notify all parents in writing that the state does allow parents to submit an exemption for immunizations (either religious or medical) in lieu of the immunization record for each child. This compliance worker did not complete Faye's inspection last year and Faye did not recall this discussion from last year's compliance check. We did discuss this today and Faye will need to ensure that she documents that accordingly and provides that information to all the parents in writing. This worker will verify compliance at next year's annual inspection. Faye was encouraged to reach out to her local CCR&R support worker or nurse consultant if she had questions.

CHILD CARE ANNUAL EVALUATION

6. ADDENDUMS:

- Addendum1: On 9/8/26 Faye sent pictorial verification of compliance that she added a smoke detector in the bedroom that needed it.

This Addendum is approved by supervisor on 9/9/2026

HHS Child Development
Home Compliance Worker: Christine Weber Date: 9/8/2026

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations.

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 I encourage you to work with Lisa Wood with Child Care Resource and Referral if you have any ongoing compliance or training needs. Lisa Wood can be reached at 319-334-5900