Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Earlene Archie

Provider Name: Earlene Archie

Provider No.: 30584

Address: 1221 Independence AVE, Waterloo, IA, 50703

E-Mail:

County: Black Hawk

Phone Number: 3192360745

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 7/11/2025

Program Type:

- [X] Registered Child Development Home A (guidelines for ratios on all categories)
- [ ] 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

Earlene became a registered childcare provider through the state in October of 2023. She got approved with the plan of providing childcare for family. She does not currently care for children other than family/kin and does not plan to in the future. She does not currently participate in the QRS rating system. She does not participate in the food program. Earlene is aware that she is allowed up to 6 preschool-aged and below full- time children as a category A provider and could have up to 2 additional children as long as those extra 2 are school aged. Most recently she has had 5 children (all family/kin) enrolled in care. She did not have any children present on this date and reported those children have not been present all week.

2. Identify Observed Strengths Of The Program

CHILD CARE ANNUAL EVALUATION

Earlene does have an inflatable pool in her yard and this worker observed it to be deflated and flipped upside down. She presented as aware and compliant with rules around the use of pools in childcare.

Despite missing some of the required documentation, Earlene's files were organized into one binder, so this worker was able to locate the paperwork easily.

Earlene had a lot of clothes and diapers and other daily necessities that she has purchased for the children she cares for. She verbalized a great deal of love for them.

Earlene presented as open to suggestions for improvements and has been willing to access support with her childcare.

3. Identify The Aspects That Fall Below The Standard

110.8 (1) p : The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.
Earlene did not have this policy. This worker did assist her in adding that to her paperwork while I was present. She will need to ensure that she has the parent sign off that she is aware of this.

110.8 (3) a : All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.
Earlene did have some medicines on her kitchen counter that would have been accessible to children had they been present. I did have her move those while this worker was present.
Earlene also did not have the latch secured on the cabinet under the kitchen sink but again children were not present on this date and she did have a latch for it.
Earlene needs to ensure that all medications and toxic chemicals are out of the reach of children at all times.

110.9 (2) a : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person’s involvement with child care.
Earlene did not have this documentation for the 2 assistants. She needs to try to locate that documentation and keep it with her other paperwork for renewal at annual inspections.

110.9 (2) b : Within six months of approval, a Physical exam report documented on form 470-5152, Child Care Provider Physical Examination Report, which is repeated at least every three years.
Earlene did have physicals for the 2 assistants, but they were not on the approved HHS form. Earlene did report that they both have physicals coming up in August and she agreed to get the documentation on the approved forms. She did have one blank form, and this worker provided her with a second.

110.9 (4) a : Identifying information including, at a minimum, the child’s name, birth date, parent’s name, address, telephone number, special needs of the child, and the parent’s work address and telephone number.
110.9 (4) b : Emergency information including where the parent can be reached, the name, street address, city, and telephone of the child’s regular doctor, and the name, telephone number, and relationship to the child of another adult available in case of emergency.
110.9 (4) c : A signed medical consent from the parent authorizing emergency treatment.
Earlene was missing the above information for one of the children enrolled in care. The current forms also need to be updated with current information for the parents address and contact number.

110.9 (4) e : For infants and preschoolers: A statement of health signed by a physician submitted annually.
One child was missing an updated/annual physical

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.
Earlene was missing the consent form for one of the children.

Earlene needs to work with the parent (if the children return to care) to ensure that she has all the required documentation for each child's file.

A re-check is not needed at this time. The above corrections should be made within 30 days and will be reviewed at the next

annual compliance check.

If you have questions, you may contact me at 319-429-0749 or via email at christy.weber@hhs.iowa.gov

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:
Earlene shared she does not typically give medications to children but did have the form for documentation if needed. We did discuss safe sleep policies.

Earlene did not yet have anything written in regard to notifying parents in writing that they are able to submit an exemption for immunizations (either religious or medical) in lieu of the immunization record for each child. This is a new policy effective 7/1/25 so we did discuss this, and she added it to her policies while this worker was present. She indicated an intention to have parents sign off on the new expectation.

Recommendations:
Earlene's renewal will be coming up soon. We did discuss that she would benefit from the assistance of her CCR&R support worker in making sure all the renewal paperwork is submitted accordingly.

HHS Child Development
Home Compliance Worker: Christine Weber Date: 7/11/2025

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 Black Hawk County Child Care Resource and referral at 319-233-0804 if you have any ongoing compliance or training needs.