Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE ANNUAL EVALUATION

Business Name: Daphne Williams

Provider Name: Daphne Williams

Provider No.: 45661

Address: 321 Highland BLVD, Waterloo, IA, 50703

E-Mail:

County: Black Hawk

Phone Number: 3192299239

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- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 9/21/2026

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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**

Daphne became a Registered childcare provider in November of 2024. She also provided in home childcare for a couple of years between 2017 -2019. Daphne also has prior childcare experience when she was the administrator of a Center in Nebraska for a few years. Daphne has also shared that she worked in the school system as a behavior interventionist so has a variety of experiences with children of different ages. Daphne did share that she has started to take some classes to work on the IQ4K quality rating system. She does participate in the Food Program. Daphne only uses the main level of her home for childcare. She does have backyard space and also uses her large (covered) front porch for outdoor play. Daphne does not currently have any pets. Daphne's husband is an approved substitute and assistant.

**2. Identify Observed Strengths Of The Program**

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Daphne had 3 childcare children in care on this date. This worker observed the children to be involved in free play, building blocks and for a short time watched Miss Monica who was talking about feelings. This worker observed Daphne to redirect the children appropriately as needed.

Daphne's policies were well written and detailed. They included much more than the required minimum policies.

Despite missing a few items, Daphne's required documentation was nicely organized into binders and folders for easy review of compliance.

Daphne does have multiple first aid kits throughout the home, and she had two emergency backpacks as well.

**3. Identify The Aspects That Fall Below The Standard**

110.8 (4) b : Procedures are in place for:
Evacuation to safely leave the facility,
Relocation to a common, safe location after evacuation,Shelter-in-place to take immediate shelter where the child is when it is unsafe to leave that location due to the emergent issue,
Lock down to protect children and providers from an external situation,
Communication and reunification with families,
Continuity of operations, and
Procedures to address the needs of individual children, including those with functional or access needs.
Daphne could not locate her EPP on this date.
*Daphne needs to locate her EPP and send pictorial verification of all pages to this HHS worker.

110.9 (1) a : Within six months of becoming registered, 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 should be repeated every three years.
Daphne's physical on the approved HHS form had expired.
*Daphne shared that she did have a more updated physical, but she needs to follow up with her physician to get that on the approved HHS form.

Children's files:
110.9 (4) c : A signed medical consent from the parent authorizing emergency treatment.
110.9 (4) e : For infants and preschoolers: A statement of health signed by a physician submitted annually.
Of the three files reviewed on this date Daphne was missing the medical consent form for one child and updated/annual physicals for two children.
*Daphne needs to work with the parents to obtain 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 3 weeks (by 10/12/26) 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:

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Daphne does transport childcare children to and from school.
Daphne shared that she does not ever use a swimming pool at her home but does at times take the children to the local pool and/or splashpad. She does have written permission for that.
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. Daphne currently has two children of her own that do count towards the number of children she is allowed at one time.

As part of the 2026 Targeted compliance the Emergency Preparedness Plan was thoroughly reviewed. As noted above Daphne could not locate her EPP. She does need to locate that and send pictorial verification to this HHS worker.
She is 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. We did discuss this at her annual compliance check last year and Daphne believed she had documented that somewhere but could not locate it on this date. Daphne agreed to add the necessary language to her policies and to provide that to all the parents accordingly.

Daphne does have 5 children in the home that were not listed as a household member in HHS childcare records. We discussed the need to notify the HHS Registration unit within 10 days, when there are changes to the household. If the individual is over the age of 14, appropriate background checks need to be completed, and a Child Care Registration change application should be completed and submitted accordingly to the Registration unit. If the individual is not over the age of 14, the HHS childcare Registration unit does need to be notified of those changes, but this notification could be done via phone or email. Daphne is in the process of working on her renewal and noted that she has added those five household members to her renewal application.

**6. ADDENDUMS:**

- Addendum1: On 11/3/26 Daphne did send pictorial verification of her EPP.

This Addendum is approved by supervisor on 11/4/2026

HHS Child Development
Home Compliance Worker: Christine Weber Date: 9/21/2026

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