Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Sheila Coleman

Provider Name: Sheila Coleman

Provider No.: 51544

Address: 2347 C ST SW, Cedar Rapids, IA, 52404

E-Mail:

County: Linn

Phone Number: 7732664478

[ ] Pre-Inspection Date:

[ ] Approval Date:

[X] Annual Visit Date: 3/10/2026

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:

[X] Infant(0<24 mos)

[X] Toddler

[X] PreSchool

[ ] School Age

[ ] All Ages

1. Basic Overview

Sheila shared that she began providing childcare in Chicago IL in 1997. She became Registered in Iowa in 2021. She participated in the TEACH program and that program paid for her endorsement to teach in Iowa. Sheila reported that she is also endorsed to teach in IL. She shared that she does have a BA in Early Education. Sheila does participate in the IQ4K quality rating system and is currently rated at level 4. She does participate in the Food Program. Sheila is willing to care for children ages infant to Kindergarten. She does not take school-aged children. Sheila previously focused on preschool age children and provided preschool curriculum for them. Currently she only has one child enrolled (age 2) but is taking steps to get her name out to increase her enrollment. Sheila does still have her lower level of the home set up for preschool activities if she is able to get more children enrolled. She has since moved her primary care to the main level of her home. She does have appropriate toys and educational items for the children. Sheila shared that she uses her side yard/driveway for outdoor play. Sheila does not have any pets. Sheila does not an approved substitute or assistant.

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2. Identify Observed Strengths Of The Program

Sheila did not have any children in care on this date. She shared that she currently only has one child enrolled and that child was not present today.

Sheila's documentation was organized into a binder for easy review. She did have a folder for the child enrolled. Sheila is level 4 on the IQ4K quality rating system and her policies were detailed and thorough.

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.
Sheila did not have a written list for her current enrollment.
*Sheila needs to develop this written list and send pictorial verification to HHS.

110.8 (1) g : Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.
Sheila re-arrnaged her childcare space last year and is now using the main level of her home for her childcare. She previously primarily used her lower level. She did have a fire extinguisher on the main level, but it was not the approved size. She also had a fire extinguisher on her lower level and that was the approved size. Since she is not currently using the lower level for care she did switch those out while this worker was present.
*If Sheila again begins to use the lower level of her home for childcare, she will need to obtain the appropriate size fire extinguisher for that level as well.

110.8(3)b. The first-aid kit shall, at a minimum, include adhesive bandages, bottled water, disposable tweezers, and disposable plastic gloves.
Sheila did not have the required water bottle and disposable tweezers with her first aid kit.
Sheila did locate the required items while this worker was present and added them to her First Aid Kit accordingly.

110.8 (4) a : Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.
With Sheila relocating her childcare to the main level last year, she did not have the appropriate emergency and disaster plans for fire and tornado at the primary and secondary exits on that main level. (She did have them at the lower level doors but she is not currently using that space for childcare).
*Sheila needs to develop an emergency and disaster plan for fire and tornado and post them at her primary and secondary exit on the main level of the home. Sheila needs to send pictorial verification of those to HHS.

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.
Sheila did have an Emergency Preparedness Plan but with her now primarily using the main level of her home for childcare, she needs to make a few changes to her plan.
*Sheila needs to make the appropriate adjustments to her EPP and send pictorial verification to HHS.

children's files:
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.
Sheila did have the appropriate forms for the one child currently enrolled, but the forms were not fully filled out, and she did not have information on the child's Doctor, and the forms were not signed and dated.
*Sheila needs to work with the parents to ensure she has all the required documentation for each child's file.

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A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 3/31/26) and will be reviewed at the next annual compliance check.
Please send pictorial verification 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:
Sheila shared that she does not transport the childcare children.
Sheila shared that she does not ever use a swimming pool.
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.

As part of the 2026 Targeted compliance the Emergency Preparedness Plan was thoroughly reviewed. As noted above, Sheila has changed the space she uses in her home for childcare and needs to make a couple of adjustments to her EPP. She does need to send pictorial verification of the updated EPP to HHS for review.
She was encouraged to review it at least yearly to ensure that no changes need to be made.

Recommendations:
Sheila did not yet have anything written in regard to notifying 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 is a new policy effective 7/1/25 so we did discuss this, and she agreed to get that documented accordingly.

6. ADDENDUMS:

- Addendum1: On 4/28/26 Sheila sent pictorial verification of all of the compliance items that had been requested.

This Addendum is approved by supervisor on 4/28/2026

HHS Child Development
Home Compliance Worker: Christine Weber Date: 3/10/2026

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 Ravyn Phelps with Child Care Resource and Referral if you have any ongoing compliance or training needs. Ravyn Phelps can be reached at 563-594-9683