Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Melissa Olivas

Provider Name: Melissa Olivas

Provider No.: 51344

Address: 4244 NE 7th ST, Des Moines, IA, 50313

E-Mail:

County: Polk

Phone Number: 5158225874

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 11/10/2025

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

Melissa Olivas is a CDH Category A provider, living in Des Moines. She has been a registered daycare provider since 2024. Melissa has an approved substitute/assistant. Melissa lives in a 2 story house but only uses the main floor for her child care operation. Melissa provides care to children of all ages.

2. Identify Observed Strengths Of The Program

Melissa Olivas was able to interact with me and meet the needs of the daycare children present during my visit. Melissa was watching 5 children during my visit. Melissa speaks English and Spanish. She participates in the food program. Melissa said the children like to play board games, read books, sing their ABC's and play outside. Melissa has a large side

yard that is fenced in. Melissa said she uses timeouts for discipline.

3. Identify The Aspects That Fall Below The Standard

Fire and tornado drills are practiced monthly and documentation kept on file for the current year and previous year.
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, andProcedures to address the needs of individual children, including those with functional or access needs.
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.
110.9 (3) 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.
110.9 (3) c : Certification of two hours of approved training relating to identification and reporting of child abuse within three months of employment.
110.9 (3) d : Certification in infant and child first-aid that includes mouth-to-mouth resuscitation.If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.
110.9(4) : An individual file is maintained for each child and updated annually or when there are changes. Each file contains:
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.
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.
For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian or admission physical examination that is not more than 12 months from the child's first day.
110.9 (4) e : For infants and preschoolers: A statement of health signed by a physician submitted annually.
For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of statement of health or admission physical.
110.9 (4) f : For each school-age child, record of a physical exam completed at the time of school enrollment or since.
110.9 (4) g : A signed and dated immunization certificate provided by the state Department of Public Health.
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.
110.9 (4) k : Injury report forms to document injuries requiring first aid or medical care.

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

1. Fire and tornado drills need to be practiced monthly. Record of these drills need to be kept for inspection purposes.
2. Emergency preparedness plan needs to be completed. This plan addresses evacuation, shelter in place, and lock down procedures. I would encourage you to work with CCR&R as indicated below in suggestions.
3. All household members need updated physicals. These need completed on the state required form and updated every 3 years.
4. Please make a file for your sub/assistant. This file needs to contain their physical, CPR card and mandatory reporter training.
5. You were unable to locate your mandatory reporter training and CPR training. CCR&R can assist in finding trainings.
6. Please review all daycare children files to ensure they have the required documentations- emergency contact information, pick up and drop off information, emergency medical consent, current physical and immunization records. Physicals need updated yearly.

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5. Special Notes/recommendations

I encourage you to continue working with Roxana from Child Care Resource and Referral for any ongoing compliance or training needs.
Roxana: 515-246-3507 Ext. 2387
Work Cell: 515-202-1310

HHS Child Development
Home Compliance Worker: Ellen Abbott Date: 11/17/2025

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