Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Sandy Kuykendall-Bivens

Provider Name: Sandy Kuykendall-Bivens

Provider No.: 21531

Address: PO Box 181, Waterloo, IA, 50704

E-Mail:

County: Black Hawk

Phone Number: 3194934030

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 4/7/2026

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

Sandy initially became a Non-Registered provider approved to receive CCA funds in 2009. She got Registered in 2014. She did close her Registration between 2021 and 2023 when she moved out of state for a short time. She returned to Iowa and got re-Registered in 2023. She is not a participant of the current IQ4K quality rating system she does not participate in the Food Program. Sandy currently cares for 9 of her great-grandchildren. Her shifts include afternoon into the evening for one family and third shift for another family. Sandy does currently have children from the ages of infant through school age. She did share that she is slowing down and not interested in taking care of other children aside from her family. Sandy primarily provides care in the basement of her home. It is not a finished basement, but she does have furniture and a large table as well as a bed and crib. There is sufficient space for the children to play, and she does have the hot water heater and furnace gated off. Sandy does use some of the main floor for childcare purposes including the bathroom and kitchen. Sandy does not have any pets. Sandy's daughter Iesha is an approved assistant and substitute.

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2. Identify Observed Strengths Of The Program

Sandy does typically have children during second shift when this worker arrived but did not have any present on this date. Therefore, this worker was not able to observe interactions between Sandy and the children.

Sandy shared that the children enjoyed watching U-tube and she described a variety of educational programs that the children enjoy. She also noted that they enjoy dancing and they do have space to run. Sandy also shared that the children enjoy coloring, and this worker did observe color books and crayons. Sandy also shared they enjoy going to a nearby park.

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.
110.8 (1) q : The provider has written policies about responding to health-related emergencies.
Sandy did have an older document that allows providers to identify their specific illness policy and responding to health-related emergency policy. However, it was blank and not filled out with her actual policies. We did discuss this and what she needs to document. (This worker believes she did have this in the past but she could not locate it)
*Sandy needs to locate or develop an illness policy and health related emergency policy and send pictorial verification to this worker.
Sandy did send locate this documentation and she sent pictorial verification to this worker on 4/8/26.

110.8 (3) a : All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.
This worker did observe a bottle of cleaner in the bathroom that was not secured from access by a child. Sandy did move that while this worker was present.
*Sandy needs to ensure that all toxic and unsafe materials are secured from access by the children at all times.

110.9 (1) b : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with childcare.
Sandy could not locate this documentation. Sandy did later find this document and sent pictorial verification to this worker on 4/8/26.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.
Sandy did have an individual file for each child but she did not have them updated/reviewed annually.
*Sandy needs to ensure that the families update/review each file annually and sign and date accordingly.

Each file contains:
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.
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.
This worker reviewed 4 of the 9 files. Sandy did not have a physical for the 6-year-old since the time of school enrollment (it was 3 years old) and did not have a current parental statement of health. She also had an 8-year-old that did not have a current physical or parental statement of health.
*Sandy needs to work with the parents to obtain all the required documentation for each child's file. (Sandy did locate a parental statement of health for one of the kids and sent it to this worker on 4/8/26)

A re-check is not needed at this time. The above corrections should be made within 3 weeks (4/28/26) and will be reviewed at the next annual compliance check.
Sandy has already sent pictorial verification of the items requested.

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.

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

NA

5. Special Notes/recommendations

Notes:
Sandy does provide transportation to the childcare children. She transports a few from school and will take the children to the park.
Sandy shared that she does not ever use a swimming pool or sprinkler or any water play.
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.
Sandy does have a trampoline in her back yard. It did not have the safety netting. This worker asked if the childcare children utilize the trampoline and she noted that they have in the past but not currently as it does not have the net. She did indicate a hope to replace the safety net in the future. She did share she does not intend to have children use it until the net is replaced. This worker also encouraged her to get parental written permission to use the trampoline, and she agreed to do so.

As part of the 2026 Targeted compliance the Emergency Preparedness Plan was thoroughly reviewed. Sandy 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:
Sandy did have a document 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. However, the document she had included some additional information about her willingness to accept children without immunizations, and it had several options and was unclear. Sandy did not know where she had even received that document and did not seem to know what it as about but was in a folder with some other documents and information. She did share that she recently met with her CCR&R support worker and thought it may have been provided in that folder. We did discuss this expectation and what is required. This expectation was effective 7/1/25 so we did discuss this, and she agreed to get that documented accordingly and notify her parents accordingly.

Sandy does have some folders and binders for her childcare documentation. She keeps most of that in a file drawer. However, each year she struggles to find locate some of her required documentation. This worker did talk with her about utilizing her binder for organization of some of the documentation that she is required to verify each year. The binder that has been provided to her does include dividers and sleeves for better organization.

HHS Child Development
Home Compliance Worker: Christine Weber Date: 4/9/2026

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.