Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Shenitha Leatherwood

Provider Name: Shenitha Leatherwood

Provider No.: 41171

Address: 1385 Missouri Ave, Dubuque, IA, 52001

E-Mail:

County: Dubuque

Phone Number: 3126072889

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 10/9/2025

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

Shenitha has been a registered child care provider since 2013. Shenitha provides care for infants through school agers seven days a week. Shenitha is currently providing more second shift care but is open to considering other shifts/times. Shenitha does not currently have any openings.

2. Identify Observed Strengths Of The Program

Shenitha believes her greatest strength in working with children is her kindness. Shenitha reported that she is always there for her children and their families. Shenitha communicates well with parents and children love coming to child care. Shenitha typically does not have to advertise to fill openings, but rather maintains regular word of mouth referrals. Shenitha

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has a large space to accommodate children.

3. Identify The Aspects That Fall Below The Standard

All accessible electrical outlets are safely capped or are tamper-resistant electrical outlets.

Shenitha capped several outlets during the visit. Nothing further needed.

110.8 (2) a : A safe outdoor play area is maintained in good condition throughout the year.

Shenitha needs to do a general clean up of the outdoor area as there is some litter, cans, etc... in the play yard. Shenitha reports she cleans the area prior to children playing in it and states that the litter is blown from other neighbor's yards.

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.

Shenitha could not locate her provider physical examination report. Shenitha needs to send physical or have new one completed on required HHS form.

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.

Shenitha had files for children, but many had enrollment forms that were blank and not filled out. Shenitha needs to ensure all enrolled children have fully completed enrollment forms and up to date physicals and immunization certificates.

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

Shenitha has a prior safety plan still in place for safe sleep guidelines. Safe sleep was again discussed in detail during the visit. Shenitha reported she does not have any infants enrolled currently with the youngest in care being 2 years old.

Shenitha needs to send verification of all of the above items to Kathy by 11/26/2025. Items can be emailed to kathy.huinker@hhs.iowa.gov or texted to 563-949-6971.

Shenitha needs to send 3 updated child files to verify she is working on updating all of them.

5. Special Notes/recommendations

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Please continue to utilize your available resources including Child Care Resource and Referral and the child care nurse consultant.

You noted a concern with the smell in the bathroom. Please continue talking to your landlord about this concern.

You expressed an interest in improving your paperwork and organization. Please reach out to CCRR for any needed assistance or suggestions in this area.

Please keep this worker posted on closings or changes in times you provide care to ensure that your required annual compliance visit can occur.

HHS Child Development
Home Compliance Worker: Kathy Huinker Date: 10/10/2025

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 Child Care Resource & Referral of Northeast Iowa 2728 Asbury Road, #215 Dubuque, IA 52001 563-557-1628