Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Melissa Sauer

Provider Name: Melissa Sauer

Provider No.: 21633

Address: 500 Locust ST, La Porte City, IA, 50651

E-Mail:

County: Black Hawk

Phone Number: 3192399842

☐ Pre-Inspection Date:

☐ Approval Date:

☒ Annual Visit Date: 1/21/2026

Program Type:

☐ 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

☒ All Ages

1. Basic Overview

Melissa shared that began childcare in 2001 (25 years). She did previously participate in Child Net and achieved level 2 on the prior quality rating system. She does not currently participate in the current IQ4K quality rating system. She does participate in the Food Program. Melissa shared that she is open to caring for children of all ages (infant through school-aged). Melissa does have one cat that does share the space with the childcare children. Melissa only utilizes the main level of her home for childcare. She has sufficient space in her living room, and it is open for the children to run. Melissa does have an approved substitute and assistant but shared she is rarely utilized.

2. Identify Observed Strengths Of The Program

Despite missing some of the required documentation, Melissa's documentation is organized into files all kept in a binder for easy review. This allowed this worker to verify compliance while Melissa was able to continue to care for and supervise the children.

Melissa did have policies that included more than the 2 minimum required policies.

Melisa has an enclosed front porch for play as well as a secured deck out back. The yard in the front is not fenced but she does have a nice play structure for the older children to utilize.

Melissa described that she does offer a lot of free play but also does yoga and dance activities with the children. She also has crayons and other items for small muscle development.

This worker observed positive interactions between Melissa and the children on this date. Melissa has two of her grandchildren that attend childcare so some of the other children call her Grandma as well. The children presented as quite comfortable in her care.

3. Identify The Aspects That Fall Below The Standard

110.8 (1) d : Safety barriers are at stairways and doors as needed.
Melissa did not have a safety gate at the top of her basement stairwell.
*Melissa needs to replace the gate at the top of her basement stairwell, and she needs to send pictorial verification to this worker.

110.8(1)n. All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.
Form 470-5153, Pet Health Examination Veterinary Health Certificate, is on file.
Melissa did have an annual pet exam for the cat on file but it was not on the approved HHS form.
*This worker was able to scroll back through text messages to verify that she sent me a pet exam after last year's annual inspection. Thus, a current one was verified but she
needs to ensure she maintains that on file for annual compliance visits. The cat does have an upcoming exam so Melissa will need to ensure she has that documented on the approved HHS pet exam form.

110.9 (2) assistants:
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.
Melissa did not have documentation of a current physical for Elizabeth - her assistant and substitute.

110.9 (2) c : Certification of two hours of approved training relating to identification and reporting of child abuse within six months of employment.
Melissa did not have verification of a current MCART training for her assistant and substitute Elizabeth.

110.9 (3) substitutes:
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.
Melissa did not have verification of current First Aid and CPR for her assistant and substitute Elizabeth.

*Melissa needs to obtain a current physical exam for Elizabeth (assistant and substitute). Since this was also an area where she was out of compliance at last year's annual check, Melissa does need to obtain a new one and she needs to send pictorial verification to HHS.
*Melissa also needs to obtain a current Mandatory Child Abuse Reporter Training verification for Elizabeth. She needs to send pictorial verification to HHS.
*Melissa also needs to obtain a current First aid and CPR certificate for Elizabeth. She needs to send pictorial verification to HHS.

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110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.
Melissa did not have the annual updates for the children's files.
*Melissa needs to ensure that parents review the children's files annually and sign and date accordingly.

110.9 (4) e : For infants and preschoolers: A statement of health signed by a physician submitted annually.
Melissa was missing an updated/annual physical for one of the children in care today.
*Melissa needs to work with parents to obtain any missing documentation.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (2/11/26) 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:
Melissa shared that she does not transport the childcare children.
Melissa shared that does at times use a small wading pool for the younger children. She will utilize a sprinkler for water play for the older children. We did discuss the policies and safety measures in regard to the use of any pool.
We did discuss safe sleep policies.
We did discuss the number of children she 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. Melissa 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:
Melissa had written policies for ill children and health emergencies, but she did not yet have anything written in regard to notifying parents in writing that they are able 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.

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6. ADDENDUMS:

- Addendum1: On 3/24/26 Melissa sent pictorial verification of assistant/substitute Elizabeth's MCART but the one she sent had expired.

  On 6/25/26 Melissa sent pictorial verification of the replacement gate at the top of the basement stairwell.

  On 9/14/26 this worker spoke with Melissa again via phone about the MCART and First aid and CPR that she needed to send for Elizabeth and Melissa noted that she no longer plans to use Elizabeth as an assistant or substitute and agreed to contact the Registration unit to have her taken off her Registration accordingly.

This Addendum is approved by supervisor on 9/16/2026

HHS Child Development
Home Compliance Worker: Christine Weber Date: 1/21/2026

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.