Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Doris Conley

Provider Name: Doris Conley

Provider No.: 21566

Address: 631 Linden AVE, Waterloo, IA, 50703

E-Mail:

County: Black Hawk

Phone Number: 3192918613

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 6/16/2026

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

Doris has provided in home childcare since around 1998. She is currently a category B provider with her husband as an assistant. her adult son is currently approved as a substitute, but she shared she rarely uses him as a substitute. Doris is not a participant of the current IQ4K quality rating system. She does participate in the food program. Doris is willing to care for children of all ages. Doris provides care on the main level of the home only. Her main play area is a bit limited in space for the amount of children she has in care. She does have a large yard for outdoor play that is partially fenced. They also have a swing set and riding toys for the children as well as a deck for play for the children. Doris does have 3 cats currently and the cats do interact with the children. Doris's husband is an approved assistant, and her son is an approved substitute.

2. Identify Observed Strengths Of The Program

Doug had 2 children outside playing when this worker arrived. The other children were inside with Doris in the main play area participating in free play. Doris shared that the children mostly engage in free play, but Doug did share he tries to get the children outside regularly. They do have a variety of toys for the children.

This worker did observe Doug appropriately redirect and separate a couple of children while I was present.

3. Identify The Aspects That Fall Below The Standard

110.6 : No more children are in care than the number authorized on the registration certificate.
110.14 (1) a : Not more than eight preschool children present at any one time including infants.
Doris and Douglas had 10 children in care on this date. They are allowed to have up to 12 at one time with Douglas present (assistant) but that is only if 4 are school age. They are not allowed more than 8 that are preschool age or below. They did have 9 children that were preschool age and below. Doris shared that one child that was her this morning usually only comes in the afternoon, but the mother had an appointment and brought him early. This worker did discuss with her that as the provider she needs to stay within her allowed number of children, and it is up to her to inform parents that they can't just drop kids off at a time that is not arranged.
*Doris and Douglas need to ensure that they stay within the allotted number and ages of children that they are allowed at one time.

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.
Doris did have a written list, but it needs to be updated with additional children that are currently enrolled.
*Doris needs to update her written list of children, parental contact, emergency contact and physician for each child.

110.8 (1) h : Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.
Doris did not have a smoke detector in the living room that is the main play area for the chidlren.
*Doris needs to install a smoke detector in the main living room area, and she needs to send pictorial verification of compliance 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.
Doris has 3 cats and could not locate any of the pet exams.
*Doris needs to locate the pet exams and those need to be documented on the HHS approved form.

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.
Doris did have these written policies they had not been provided to all her parents.
*Doris needs to ensure that all the families have a copy of her written policies and they have signed that they have received them.

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.
Doris could not locate physical exams for anyone in the household.
*Doris needs to locate her documentation and should keep it all together for future compliance verification.

110.9(1)b1. Provider has certification of two hours of approved child abuse and neglect mandatory reporter training
Provider has certification of First Aid and CPR.

CHILD CARE ANNUAL EVALUATION

Doris could not locate either of these.
*Doris needs to locate her provider file and send pictorial verification of a current MCART certificate and First Aid and CPR certificate.

110.9 (1) b : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with childcare.
Doris could not locate this document.
*Doris should try to locate this document and maintain it with her other documentation for future compliance verification.

110.9(2) : An individual file is maintained for each staff assistant:
110.9 (2) a : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with child care.
110.9 (2) 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 (2) c : Certification of two hours of approved training relating to identification and reporting of child abuse within six months of employment.
Douglas is an approved assistant. Doris could not locate his file on this date.
*Doris needs to locate Douglas's file and send pictorial verification of a current physical exam, the letter that approves him as an assistant and verification of a current Mandatory Child Abuse reporter training.

110.9(3) : An individual file is maintained for each substitute and contains:
110.9 (3) a : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with child care.
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.
Matthew is an approved substitute, but Doris could not locate his file or any of the above documentation.
*Doris needs to locate Matthew's file and send pictorial verification to this worker of his current physical exam, letter approving him as a substitute, his Mandatory child abuse reporter training and his First Aid and CPR verification.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.
Doris did have a file for most of the children. She did have some paperwork for all of the children but they were not all in a file. The files were not updated annually.
*Doris needs to ensure that the parents review the documentation annually and sign and date accordingly.

Each file contains:
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.
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.
Doris was missing an initial physical for four children.
Doris was missing an updated/annual physical for 2 children.
*Doris needs to work with the parents to obtain all the required documentation for each child's file.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 7/7/26) and will be reviewed at the next annual compliance check.
Please send pictorial verification of compliance of the items where specifically noted above to christy.weber@hhs.iowa.gov or text to 319-429-0749.

CHILD CARE ANNUAL EVALUATION

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:
Doris shared that she does not transport the childcare children.
Doris shared that she does not ever use a swimming pool but will use a sprinkler for other 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. This has been discussed in the past and Doris needs to ensure that she stays within those approved numbers.

As part of the 2026 Targeted compliance the Emergency Preparedness Plan was thoroughly reviewed. Doris 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:
As of 7/1/25 providers are expected to notify all 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. We did discuss this at last year's annual and the provider agreed to get that documented accordingly. However, Doris could not locate it on this date. Doris needs to ensure that she locates this if she has already done it that she documents this accordingly.

Doris does have some folders and a file box for much of her documentation. However, she was unable to locate several files folders and required documentation on this date. Doris is encouraged to keep all her documents in one location to make it easier for her to find at future compliance visits.

6. ADDENDUMS:

- Addendum1: As of 7/8/26 Doris has sent pictorial verification of the items requested.

This Addendum is approved by supervisor on 7/9/2026

CHILD CARE ANNUAL EVALUATION

HHS Child Development
Home Compliance Worker: Christine Weber Date: 6/16/2026

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.