Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE ANNUAL EVALUATION

Business Name: Kelli Chapman

Provider Name: Kelli Chapman

Provider No.: 24630

Address: 411 W South ST, Lisbon, IA, 52253

E-Mail:

County: Linn

Phone Number: 3192027162

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- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 9/2/2025

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Program Type:

- [ ] Registered Child Development Home A (guidelines for ratios on all categories)
- [ ] Registered Child Development Home B
- [ ] Registered Child Development Home C
- [X] 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**

Kelli shared that she has been an in home childcare provider with the state since 2000. In 2015 she chose to voluntarily close for a short time and re-applied in 2016. She is not a participant of the IQ4K quality rating system. She does participate in the Food Program.

**2. Identify Observed Strengths Of The Program**

This worker did observe the children playing in the lower level space when I arrived. Kelli has good space in that lower level for the children to play and she has a lot of play options for the children. While preparing lunch, Kelli had the children come upstairs and watch tv. She prepared a well- balanced lunch in accordance with the Food Program. This worker also observed her in re-directing a child appropriately.

## CHILD CARE ANNUAL EVALUATION

**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.
110.15(1) e. If only one approved provider is present, not more than 8 children are present.

Kelli did have 10 children in care on this date. As a Category C1 provider she is only allowed to have 8 children at one time. When this worker brought this to her attention, Kelli first stated that she her daughter/helper was present, but she was up in her room on another level of the home and not "helping". This worker then verified that her daughter is not an approved assistant. Kelli shared that she thought she could have 4 additional children if they were school aged for 2 hours. I advised that this would be the case if she were a Category B provider but she is a C1. She reported that she thought she was a B. I let her know that at least since 2023 when I have been covering Linn county, she has been a C1 and that is what her Certificate states. I then asked if any of the children present on this date were school aged and she noted a child that is in preschool and not present a few days per week. I let her know that pre-schoolers are not considered school aged (a child has to have started Kindergarten to be considered school aged) and clearly this child she was referring to is here all day a few days per week so even if she thought she could have him for 2 hours, she actually has him all day on the days present. I did advise that if she wants to be able to care for 4 additional school agers for the 2 hours per day, then she needs to contact the Registration unit immediately to change her Category Status. I again clarified that school aged children are defined by once they have started Kindergarten. I shared that on this date she has 10 preschool-aged and below and also has additional children enrolled that are not here on this date. I advised that she needs to only have 8 children ages preschool and below. She did state that two of the children present on this date to not typically come and that today was the only date they plan to come. I advised that she needs to look at the children enrolled and what days they come to ensure she does not have more than 8 of the younger children at one time.

*Kelli needs to ensure that she stays within the number of children allowed at one time. if she wants to change to a Category B, she needs to do a new application with the Registration unit.

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.

Kelli had this written list but it needs to be updated as it did not include all of her current children enrolled.

*Kelli needs to update this list to include all of the children enrolled in care.

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.

Kelli did not have a smoke detector in her living room on the main level of the home.

*Kelli needs to install a smoke detector int helving room and send pictorial verification to this worker.

Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Kelli did not have documentation of monthly testing of smoke detectors. This worker did provide her a form to use for documentation purposes.

*Kelli needs to ensure that she is testing all of smoke detector monthly and documenting those accordingly.

110.8 (3) a : All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Kelli did have chemicals/cleaners under her kitchen sink and although she has a latch on the cabinet, it was not secured while this worker was present.

*Kelli needs to ensure that all medicines and poisonous, toxic and unsafe materials are secured from access by a child at all times.

She needs to send pictorial verification that the latch on the kitchen cabinet has been secured.

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.

Kelli did not have a physical for herself. This has been an area where she has not been in compliance for the past two years. She was previously supposed to come into compliance and after last year's annual inspection she was supposed to send pictorial verification to this worker but did not do so. She did report on this date that she has a physical scheduled for later this month.

*Kelli needs to obtain her provider health exam on the approved HHS form and send pictorial verification to this worker upon receipt.

## CHILD CARE ANNUAL EVALUATION

110.9 (1) b : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with child care.

Kelli could not locate this documentation. She did report that two individuals currently listed as household members (Ezra and Daniel) no longer reside in the home.

(If she plans to do a do a change application to a different category, she should also notify the Registration unit of the change in household members)

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) h : Written emergency plans for children with allergies. Must accompany child if away from facility.
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.
110.15 (1) e : If only one approved provider is present, not more than eight children are present.

Kelli had 10 children in care on this date. (this is more than the number she is allowed to have at one time) She does also have other children enrolled.
This worker reviewed the files of the 10 children in care, and she was missing complete files for 6 of the 10 children present.

She did not have the admission physical for 9 of the 10 children.
She also needed an updated/annual physical for the one she did have. she was also missing immunization records for 8 of the 10 reviewed on this date.
She also did not have permission for children to attend activities away from the childcare home for any of the children. This worker did provider her a form to use for documentation purposes.

At prior visits this worker has provided her information on what documentation is required for each child. It is particularly concerning that she did not have any documentation at all for 6 of the 10 children present on this date. This worker again reviewed the documentation that is required for each child, and she does have a written list of those requirements.

*Kelli needs to take steps immediately to obtain all of the required documentation for each child's file.

A re-check is not needed at this time. The above corrections should be made within 30 days and will be reviewed at the next annual compliance check. Kelli needs to send pictorial verification of the items where specifically noted above to 319-429-0749 or via email at christy.weber@hhs.iowa.gov. In prior years Kelli has not sent the pictorial verification as requested even after this worker has reached out for follow up. Although it is recognized that providers may not always be in compliance with every regulation, she does need to take active steps to come into compliance and she does need to send verification of items when requested. Continuous non-compliance could result in revocation of registration.

Thank you for your service in providing childcare in your community.

## CHILD CARE ANNUAL EVALUATION

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

Kelli needs to immediately come into compliance with the number of children allowed as a C1 provider or contact registration to change categories.

**5. Special Notes/recommendations**

Notes:
We did discuss safe sleep.
We did discuss the number of children allowed at one time as a Category C1 provider.
Kelli does use a blow up pool at times and we did discuss Regulations around Pool safety.

Recommendatins:
Kelli 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 and Kelli will need to take steps to get that documented accordingly.

It is recommended that Kelli contact her local CCR&R support worker for support in coming into compliance with all Regulations. That support worker may be able to offer some suggestions in regard to organization of her required documentation. Kelli shared that part of the reason she did not have documentation was because she had run out of forms. This worker did provide her a few to make copies of and she can always print them of the Website or contact her local CCR&R support worker as well. Kelli has been provided the contact information for her local CCR&R in the past and should utilize the resources that are available to her.

## CHILD CARE ANNUAL EVALUATION

**6. ADDENDUMS:**

- Addendum2: As of the 10/7/25 follow up visit and addendum, Kelli still needed to send pictorial verification of many compliance items to HHS. Kelli did send pictorial verification of various non-compliance items throughout the month of October. This worker also went to her home on 10/28/25 to review a lot of the documentation required for the children's files. Kelli continued to send items to this worker after that visit with the final verification items received by this worker on 11/10/25.

  At that time the HHS registration unit had still not received any application for Kelli's daughter to be an approved assistant, so we did again discuss that she is not able to use her daughter as an assistant until such time is approved accordingly.

  The safety plan developed on 10/7/25 was also reviewed.
- Addendum1: On 10/7/25 this worker did a follow up visit in part due to her being over numbers in September and to follow up in regard to the non- compliance with Regulations at the 9/2/25 visit as she had not sent any pictorial verification as required. On 10/7/25 Kelli was again over numbers. She had 10 preschool aged children and younger in care at that time and is only allowed 8. Kelli initially claimed she was over because a child was school-aged but at least one of the children was preschool aged, not defined as school-aged, and this has been clarified with her on prior annual inspections including just last month. Kelli then reported that her daughter is now an assistant. However, her daughter was sleeping and not assisting in care of the children. Kelli then stated she had not been approved yet but that she had applied to get her daughter approved as an assistant. This worker clarified that she is not an approved assistant this time, even if she were that does not allow Kelli to have than 8 preschool-aged and below, and by her daughter sleeping she was clearly not assisting in care. (Upon return to the office this worker learned that Kelli had not in fact applied to have her daughter added as an assistant.) Kelli did submit a change application to the HHS Registration unit on 9/8/25 to change to a Category B provider and that was approved. This worker had spoken with Kelli about the numbers allowed as a Category B provider when I was present on 9/2/25. On this date this worker also asked Kelli if she had taken steps to come into compliance with any of the Regulations from the 9/2/25 visit. Kelli stated she had not.

  After consultation with my supervisor on 10/7/25 a safety plan was developed indicating that effective immediately, Kelli would follow all Regulations in regard to the number of children allowed at one time. It was also stipulated that she needed to take active steps to come into compliance with all other Regulations and would be given an additional 30 days to do so. It was noted that revocation would be sought if she did not comply. It was also expected that Kelli take active steps to have 2 children leave on this date in order to immediately come into compliance, prior to this worker leaving the home. Initially Kelli stated she was not going to do that and would not agree to the safety plan but later agreed and signed the safety plan accordingly.

  Upon return to the office this worker also reviewed Kelli's file. This worker was only assigned to Linn county in 2023 and did not have all the history. In review of records Kelli has been determined to be out of compliance with the number of children she is allowed to have a total of five times. This was documented in 2013, 2015, 2017 and twice in 2025. Three safety plans have been developed over the years in regard to being over numbers and each time Kelli promised to comply with Regulations.

  If Kelli is found to be out of compliance with numbers one more time, revocation will be sought. She also needs to take active steps to send pictorial verification of the items outlined in the 9/2/25 letter to this worker by 11/7/25.

This Addendum is approved by supervisor on 11/12/2025

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## CHILD CARE ANNUAL EVALUATION

HHS Child Development
Home Compliance Worker: Christine Weber Date: 9/3/2025

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 I encourage you to work with Emmeka Hawkins with Child Care Resource and Referral if you have any ongoing compliance or training needs. Emmeka Hawkins can be reached at 563-499 -1853