Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Melanie Reynolds

Provider Name: Melanie Reynolds

Provider No.: 17696

Address: 1046 N 26th ST, Fort Dodge, IA, 50501

E-Mail:

County: Webster

Phone Number: 5155749361

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 8/15/2025

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

Melanie is a category B provider. She has been registered since 2008. She belongs to the food program. There is a fenced in back yard for the children to play in. There are no pets in the home.

2. Identify Observed Strengths Of The Program

Melanie is an experienced provider who is committed to providing a positive program for the children. I observed positive interactions between Melanie and the children. Melanie has a child-lead play program. She has craft supplies and other activities for the children to develop their fine motor skills.

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3. Identify The Aspects That Fall Below The Standard

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

The provider had no record of monthly testing of the smoke detectors.

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

A child lock is needed on the cupboard below the kitchen sink that contains unsafe materials.

Fire and tornado drills are practiced monthly and documentation kept on file for the current year and previous year.

The provider has no documentation of monthly fire and tornado drills.

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.

Within six months of becoming registered, children 18 years of age or younger residing in the household must have: Admission physical exam report. Immunization certificate. For school age: Documentation of physical exam completed at time of school enrollment or since that time.

The provider had no documentation of recent physical examinations for herself or her children that reside in the home.

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.
110.9 (4) k : Injury report forms to document injuries requiring first aid or medical care.

The children's files were highly unorganized, and in some cases, missing altogether.

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

NA

5. Special Notes/recommendations

Recommended that Melanie work with CCR&R to work on file organization.

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HHS Child Development
Home Compliance Worker: Dave Jaehrling Date: 9/2/2025

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 Rachel Thomas at (515) 573-0029