Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Melissa Gray

Provider Name: Melissa Gray

Provider No.: 22829

Address: 3816 Winters DR, Cedar Falls, IA, 50613

E-Mail:

County: Black Hawk

Phone Number: 3195590631

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 1/7/2026

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:

- [X] Infant(0<24 mos)
- [X] Toddler
- [X] PreSchool
- [ ] School Age
- [ ] All Ages

1. Basic Overview

Melissa shared that she started providing childcare in 2005 as a Non-Registered provider. She became a Registered provider with the state in 2009. She noted that she did participate in the previous quality rating system but does not currently participate in the IQ4K quality rating system. She does participate in the Food program. Melissa does have an above ground pool, but it fenced off accordingly and the childcare children do not use it. Melissa provides care for children infant through preschool but does not care for school-aged children. Melissa does have a dog that was kept separate from the childcare children while I was present. Melissa provides care in the lower level of her home only. She does have an appropriate egress window with permanent steps. Melissa does not have an approved substitute or assistant.

2. Identify Observed Strengths Of The Program

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Melissa has well-written and detailed policies/contract that go beyond the 2 required policies.
This worker did observe safe sleep practices while I was present with an infant sleeping in an approved crib with a sleep sack only.
Melissa is in the process of switching from paper documentation/files for each child to having it electronically through Brightwheel. The files she did have were organized nicely and so this worker was able to easily review them for compliance verification while Melissa was able to appropriately supervise and interact with the children. She changed several diapers and got a baby up from nap while this worker was present.
The children presented as comfortable in her care.
Melissa shared that children have a lot of time for free play. The current age group is not that interested in crafts or structured activities. She does try to get outside regularly. She did share that she has a no TV policy but prefers to keep the children engaged in other play and activities. She does have appropriate items for quiet play and active play.

3. Identify The Aspects That Fall Below The Standard

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.
Melissa did have a written list but one child needs to be added so it is updated accordingly.
*Melissa needs to ensure that her written list of children, emergency contact and Physician is updated accordingly.

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.
Melissa's adult daughter's physical had expired.
*Melissa needs to obtain a current physical for her adult daughter on the HHS approved form.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.
Melissa did have a file for each child, but a couple of them had not been updated annually.
*Melissa needs to work with the parents to ensure that each child's file is updated annually and signed and dated accordingly.

A re-check is not needed at this time. The above corrections should be made by 1/28/25 (3 weeks) and will be reviewed at the next annual compliance check.
The areas noted above do not relate to safety, so Melissa does not need to send pictorial verification of the items that were out of compliance.

If you have questions, you may contact me at 319-429-0749 or via email at christy.weber@hhs.iowa.gov

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.
We did discuss safe sleep policies.
Melissa is aware of the number of children she is allowed to have at one time as a Category C1 provider.

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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HHS Child Development
Home Compliance Worker: Christine Weber Date: 1/7/2026

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.