



Health and
Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Melissa Poe

Provider Name: Melissa Poe

Provider No.: 47510

Address: 421 N Maple ST, West Branch, IA,
52358

E-Mail:

County: Cedar

Phone Number: 3196433558

- ☐ Pre-Inspection Date:
- ☐ Approval Date:
- ☒ Annual Visit Date: 2/26/2026
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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
- ☐ 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



CHILD CARE ANNUAL EVALUATION

1. Basic Overview

Melissa has been providing child care for almost 12 years now. Melissa has been registered for approximately 7 of those years. Melissa accepts children aged 6 weeks through Kindergarten and provides care Monday through Friday from 7:00 a.m.-5:00 p.m. Melissa has a play based atmosphere for children where they have daily circle time, calendar, weather, arts and crafts and getting outside as often as possible.

2. Identify Observed Strengths Of The Program

Melissa believes her greatest strength is her level of patience in working with kids. Melissa maintains her paperwork in a very organized fashion and is aware of requirements for compliance visits. Melissa has a large variety of toys available to children, including small motor items like legos and puzzles as well as creative play items including a kitchen set. Melissa has a gentle, yet firm, approach with children. This worker has observed Melissa giving children time outs when their behaviors warranted and also observed Melissa talking to the children and explaining why they are sitting. The children respond well to Melissa.

3. Identify The Aspects That Fall Below The Standard

None noted - fully compliant.

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

N/A

5. Special Notes/recommendations

Targeted compliance Emergency Preparedness Plan completed. EPP remains up to date and accurate - no changes were needed.

HHS Child Development
Home Compliance Worker: Kathy Huinker

Date: 2/26/2026

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 Lorri Hora Child Care Consultant Child Care Resource & Referral of Southeast Iowa Community Action of Eastern Iowa lhora@caeioowa.org T: 319-321-2725 500 E 59th St.| Davenport, IA 52807| www.iowaccrr.org