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

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 8/12/2026

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:

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

1. Basic Overview

Kelli has been a childcare provider with the state since 2000. In 2015 she chose to voluntarily close for a short time but re-applied in 2016. Kelli does not participate in the IQ4K quality rating system. She does participate in the food program. Kelli shared that she is open to caring for children ages, infant until the begin school. She shared that she no longer cares for school age children in order to keep her numbers of kids in check. She did share that she does continue to care for a couple of school age children occasionally but only because they are siblings to other children in care. Kelli primarily uses the lower level of her home for childcare. She has a good amount of space and a variety of play options for the children. She does have a door as a secondary exit from her lower level. Kelli does use her main level at times as well. Kelli's back yard is not fenced, but she has a good amount of space and play structures for the children. Kelli does have one dog but she shared the dog does not interact with the childcare children. She also had a cat that typically does not interact with the children. Kelli does not have an approved substitute or assistant.

CHILD CARE ANNUAL EVALUATION

2. Identify Observed Strengths Of The Program

Kelli had 7 children in care when this worker (and supervisor) arrived on this date. She was in compliance with the number of children she is allowed to have at one time. Kelli did share that she now limits the school age children she takes in order to better track and stay in compliance with her numbers. Kelli and the children were in the lower level of the home, and the children were involved in free play. Kelli has good space for the children and offers a variety of toys and activities for the children. This worker did observe her re-direct children as needed.

Despite missing some of the required documentation, Kelli did have the documentation fairly organized into a couple of binders.

3. Identify The Aspects That Fall Below The Standard

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 the room where the children nap.
*Kelli needs to obtain a smoke detector for the room where the children nap 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.
Kelli was able to show this worker a current pet exam for the one dog (in her phone) but did not have it documented on the required HHS form.
Kelli did not have any documentation of an annual pet exam for her cat.
*Kelli needs to obtain the appropriate annual pet exams on the HHS required form for her dog and cat.

110.8 (4) b : Procedures are in place for:
Evacuation to safely leave the facility,
Relocation to a common, safe location after evacuation,Shelter-in-place to take immediate shelter where the child is when it is unsafe to leave that location due to the emergent issue,
Lock down to protect children and providers from an external situation,
Communication and reunification with families,
Continuity of operations, and
Procedures to address the needs of individual children, including those with functional or access needs.
Kelli could not locate her Emergency Preparedness Plan.
*Kelli needs to locate or develop an EPP and she needs to send pictorial verification of compliance to this worker.

110.9(1)a.
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.
Kelli did not have a physical for her daughter.
*Kelli needs to obtain/locate a current physical and immunization record for her daughter.

Children's files:
110.9 (4) e : For infants and preschoolers: A statement of health signed by a physician submitted annually.
Kelli was missing an updated/annual physical for three of the children.
*Kelli needs to work with the parents to obtain all 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 9/8/26) and will be reviewed at the next annual compliance check.

CHILD CARE ANNUAL EVALUATION

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.

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 as of this annual visit.

5. Special Notes/recommendations

Notes:
Kelli shared that she does not transport the childcare children.
Kelli shared that she does not ever use a swimming pool but may use a splash pad or water table 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. Kelli was out of compliance in this area at last year's annual inspection and a safety plan was developed at that time. She was in compliance on this date and we did again the importance of staying compliant with this regulation.

As part of the 2026 Targeted compliance the Emergency Preparedness Plan was to be thoroughly reviewed. However, Kelli could not locate her EPP. As noted above, Kelli will need to locate or develop an Emergency Preparedness Plan and send pictorial verification of compliance to this worker.
She is 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 compliance visit but Kelli could not locate that documentation on this date. Kelli needs to locate that documentation and send pictorial verification of compliance to this worker. This documentation does need to be provided to all her parents accordingly.

6. ADDENDUMS:

- Addendum1: As of 9/18/26 Kelli has sent pictorial verification of compliance of the items requested from her.

This Addendum is approved by supervisor on 9/21/2026

Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

HHS Child Development
Home Compliance Worker: Christine Weber Date: 8/13/2026

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 Ravyn Phelps with Child Care Resource and Referral if you have any ongoing compliance or training needs. Ravyn Phelps can be reached at 563-594-9683