Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Michelle Duncan

Provider Name: Michelle Duncan

Provider No.: 50772

Address: 1166 Lorraine AVE, Waterloo, IA, 50702

E-Mail:

County: Black Hawk

Phone Number: 3192156900

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 2/17/2026

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:

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

1. Basic Overview

Michelle became a Registered childcare provider in 2019. She was previously rated at level 2 of the previous Quality rating system. She is not a participant of the current IQ4K quality rating system. Michelle does participate in the Food Program. Michelle indicated that her preferences is to care for children ages 1-4. She noted that she has taken infants if they are a sibling to a current child in care. She is also willing to care for school-aged children in the summer only but only if she has provided care to that child in the past. Michelle and her family to not reside in the home where she provides care. This home is utilized for the purpose of her childcare only. She only provides care on the main level of the home, but that entire level is dedicated to childcare and set up accordingly. Michelle has a fenced in back yard for outdoor play. She has turf laid down in much of the yard and cement in other parts. She does have climbing items for the children and several riding toys for the children as well. There are no pets at the childcare. Michelle's husband is an approved assistant and substitute, but she shared she does not typically use him to assist with childcare.

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2. Identify Observed Strengths Of The Program

Michelle described structure and routine in her day. Michelle talked about the importance of outdoor play for children. The children enjoyed free play with a variety of toys while this worker was present. Michelle has a variety of toys and educational items for the children. Michelle also talked of her efforts to focus on safety and how the children enjoy the monthly fire and tornado drills.

This worker observed positive interactions between Michelle and the children. Michelle has a gentle tone in her voice and spoke to children in a very positive manner.

Michelle documentation was organized nicely in folders for each child and all in a file box. Michelle provided the documentation to this worker, and I was able to review her documentation while she continued to care for and supervise the children.

3. Identify The Aspects That Fall Below The Standard

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.
Michelle had a detailed and thorough Emergency Preparedness Plan, but she needed to make a couple of minor adjustments (her emergency backpack was stored in a different location).
Michelle did make the appropriate adjustments to her EPP while this worker was present.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes. Each file contains:
Michelle had individual files for each child but they had not all been updated annually.
*Michelle needs to work with the parents to ensure that the children's files are updated annually and signed and dated accordingly.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 3/10/26) and will be reviewed at the next annual compliance check.

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:
Michelle shared that she does not transport the childcare children.
Michelle shared that she does not ever use a swimming pool but will use a sprinkler or water table for other water play.
We did discuss safe sleep policies. Michelle noted that she does not even use a baby swing or bouncy seat in her childcare.
We did discuss the number of children she is allowed to care for at one time as a Category B provider.

As part of the 2026 Targeted compliance the Emergency Preparedness Plan was thoroughly reviewed. As noted above

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Michelle did have a detailed plan but needed to make a few minor adjustments. Michelle did make those changes while this worker was present.
She was encouraged to review it at least yearly to ensure that no changes need to be made.

Recommendations:
Michelle did not yet have anything written in regard to notifying 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. This is a new policy effective 7/1/25 so we did discuss this, and she agreed to get that documented accordingly.

HHS Child Development
Home Compliance Worker: Christine Weber Date: 2/17/2026

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.