Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Leighann Lee

Provider Name: Leighann Lee

Provider No.: 31484

Address: 527 Kingsley AVE, Waterloo, IA, 50701

E-Mail:

County: Black Hawk

Phone Number: 3194274744

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 1/27/2026

Program Type:

- [ ] Registered Child Development Home A (guidelines for ratios on all categories)
- [ ] Registered Child Development Home B
- [X] 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

Leighann shared that she initially began as a Non-Registered childcare provider in 1997 and did that for 20 years before getting Registered in 2017. (now 28 years) She is not a participant of the IQ4K quality rating system and does not participate in the Food Program. She is open to caring for children of all ages including infant through school-aged. Leighann does have 6 pets including 3 cats and 3 dogs. This worker did observe several of the pets around the childcare children. Leighann primarily uses the main level of her home for childcare. She uses the upper level for the use of the bathroom only. That upper level is approved for the use of the bathroom. Leighann has a fenced in back yard, but she reported that space if for her dogs. She does have some outdoor space for the kids in the front yard. She does have a variety of climbing items and riding toys for the children. Leighann is an approved Category C provider with Kristal approved as her co-provider. Leighann has Allyson approved as an assistant and Jade is approved as an assistant and substitute.

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2. Identify Observed Strengths Of The Program

Leighann's policies were detailed and she had much more than the 2 minimum required policies.

Despite missing a couple of items in the children's files, her documentation was nicely organized in a couple of binders. This made it easier for this worker to review the documentation while both providers were able to continue to care for and supervise the children.

Leighann identified structure and routine in her day. She identified time for free play, circle time each day that consists of the children reviewing names, colors, numbers, weather, seasons and days and months of the year. Leighann shared that they have learning activities a few days a week and free art a few days a week and do specific crafts a couple of times each month.
This worker has an opportunity to observe the circle time while I was present. I also observed the children singing songs with the providers. Snack time was also observed. This worker did observe positive interactions between the children and caregivers. This worker also observed safe sleep practices when Leighann laid down an infant.

3. Identify The Aspects That Fall Below The Standard

110.8 (1) g : Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.
Leighann does use the second floor of her home for use of the bathroom. She did not have a fire extinguisher on that level of the home.
*Leighann needs to obtain a fire extinguisher for the second level of her home (at least size 2A 10-BC). She needs to send pictorial verification to this worker when obtained.

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.
Leighann has 6 pets (3 cats and 3 dogs). Margo's pet exam was expired. Patience's pet exam was expired. Leighann did share that Patience did recently have an exam but she had not yet done the fecal sample so the required pet exam form has not yet been filled out.
*Leighann needs to obtain the appropriate updated pet exams for the 2 that were not current. These need to be documented on the approved HHS form.

110.8 (1) r : Certificate of registration is displayed in a conspicuous place.
Leighann did have her certificate displayed but it was not her current certificate.
*Leighann needs to ensure that her current certificate is displayed accordingly. Leighann did locate her current certificate and switched that out while this worker was present.

110.8(4)a. Fire and tornado drills are practiced monthly and documentation kept on file for the current year and previous year.
Leighann did not have any documentation from 2025.
*Leighann needs to keep her documentation of monthly practice of fire and tornado drills from the year prior.

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.
Bryan did not have a physical exam report.
*Leighann needs to obtain a physical exam report for Bryan and this needs be documented on the approved HHS form.

Substitutes:
110.9 (3) d : Certification in infant and child first-aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.
Jade (assistant and substitute) had an expired First aid and CPR training. (expired in December) (Leighann did report that she is scheduled her test out in February). Leighann also shared that she does not plan to use Jade as a substitute until such time she has updated her First aid and CPR. She may still utilize her as an assistant.

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*Jade needs to obtain/update her First Aid and CPR training, and pictorial verification needs to be sent to HHS to verify compliance.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.
Leighann did have a file for each child. Leighann shared that she does have the family review them annually but there was no signature or date to verify that.
* We discussed that as families review the documentation yearly, Leighann needs to have them sign off and date them accordingly for verification of the annual review.

Each file contains:
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.
110.9 (4) g : A signed and dated immunization certificate provided by the state Department of Public Health.
Leighann was missing an initial physical exam and immunization record for one of the children in care.
*Leighann needs to work with the parents to ensure she has all the required documentation for each child's file.
She did reach out to one parent and verified the immunization record while this worker was present.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 2/17/26) and will be reviewed at the next annual compliance check.
Please send pictorial verification 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

5. Special Notes/recommendations

Notes:
Leighann shared that she does not transport the childcare children.
Leighann shared that she does not ever use a swimming pool but will use a water table for other water play.
We did discuss safe sleep policies.
We did discuss the number of children Leighann and Kristal are allowed to care for at one time as Category C providers.

As part of the 2026 Targeted compliance the Emergency Preparedness Plan was thoroughly reviewed. They were in compliance with the EPP.
Leighann was encouraged to review it at least yearly to ensure that no changes need to be made.

Recommendations:
Leighann 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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6. ADDENDUMS:

- Addendum1: Leighann sent pictorial verification of requested compliance items on 2/4/26 and on 2/25/26 and the final item on 3/2/26.

This Addendum is approved by supervisor on 3/3/2026

HHS Child Development
Home Compliance Worker: Christine Weber Date: 1/27/2026

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.