Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Earlene Archie

Provider Name: Earlene Archie

Provider No.: 30584

Address: 1221 Independence AVE, Waterloo, IA, 50703

E-Mail:

County: Black Hawk

Phone Number: 3192360745

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 10/13/2026

Program Type:

- [X] 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
- [X] All Ages

1. Basic Overview

Earlene became a Registered childcare provider in October of 2023. She got approved with the plan of providing childcare for family. She currently only cares for family/kin and does not plan to care for others. She is not a participant of the IQ4K quality rating system. She is not a participant of the food program. Earlene is open to caring for children of all ages but currently does not have any infants and does not plan to care for children outside of the family of five she already has enrolled. Earlene provides care on the main level of her home. She does use her lower level at times. Earlene does have a fenced in back yard for outdoor play. She has a variety of riding toys for the children. Earlene does not have any pets. Earlene does have two approved assistants.

2. Identify Observed Strengths Of The Program

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Earlene had two children in care during this annual visit. She has a family of five enrolled and she had just dropped off three at school. Earlene does offer transportation to the children to and from school. This worker did observe Earlene to appropriately intervene when the two siblings when they were fighting.

Earlene does have a binder that she uses to keep her documentation organized. On this date she had a variety of updated physicals and immunization records that had not yet been put in the binder but were in sleeves in a pile so this worker was able to review for compliance. She is encouraged to continue to use that binder for organization.

3. Identify The Aspects That Fall Below The Standard

110.8(1)a. All travel vehicles must have a paper copy of emergency parent contact information.
Earlene did not have this information in her vehicle she uses to transport childcare children. (This worker did provider her a form she can use for documentation purposes.)
*Earlene needs to obtain and maintain this documentation in her vehicle

Provider file:
110.9 (1) b : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with childcare.
Earlene did not have the current documentation,
*Earlene should try to locate this letter and keep it with her other documentation for future compliance verification.
b. Two hours of approved Mandatory Child Abuse and Neglect Mandatory Reporter Training (MCART).
Earlene's certificate had expired. She did share that she believed it had been updated and was on file with her local CCR&R support worker. This worker did recommend she keep that on file for future compliance verification.
*Earlene needs to ensure that she has a current MCART and she needs to send pictorial verification to this HHS worker.

Assistants:
110.9 (2) a : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with childcare.
110.9 (2) b : Within six months of approval, a Physical exam report documented on form 470-5152, Child Care Provider Physical Examination Report, which is repeated at least every three years.
110.9 (2) c : Certification of two hours of approved training relating to identification and reporting of child abuse within six months of employment.
Earlene has two approved assistants, Airiah and Cashlyn.
Earlene did have a physical for Airiah but it was not on the approved HHS form. (This worker did provide her a form for documentation purposes.)
Earlene did not have verification of Mandatory Child Abuse Reporter training (MCART) for Airiah.
*Earlene needs to obtain a physical for Airiah on the approved HHS form.
*Earlene needs to verify that assistant Airiah has a current MCART. She needs to send pictorial verification of compliance to this HHS worker.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.
Earlene did have files for each child, but they had not been updated annually. Earlene did share that she has provided updated forms to the parent for appropriate updates.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 11/3/26) and will be reviewed at the next annual compliance check.
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.

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

NA

5. Special Notes/recommendations

Notes:
Earlene shared that she does not transport the childcare children.
Earlene shared that she does sometimes use a wading pool for water play and we did discuss expectations around using a pool in childcare.
We did discuss safe sleep policies although Earlene does not currently have any infants in care.
We did discuss the number of children she is allowed to care for at one time as a Category A provider.

As part of the 2026 Targeted compliance the Emergency Preparedness Plan was thoroughly reviewed. Earlene was in compliance with her EPP.
She was 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 annual inspection and Earlene did have the appropriate language in her policies that had been provided to the parent.

HHS Child Development
Home Compliance Worker: Christine Weber Date: 10/13/2026

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 Black Hawk County Child Care Resource and referral at 319-233-0804 if you have any ongoing compliance or training needs.