Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Kotina Brown

Provider Name: Kotina Brown

Provider No.: 52914

Address: 3020 SE 5th ST, Des Moines , IA, 50315

E-Mail:

County: Polk

Phone Number: 5156396103

☐ Pre-Inspection Date:

☐ Approval Date:

☒ Annual Visit Date: 9/25/2026

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

1. Basic Overview

Kotina Brown has been a registered childcare provider since August of 2025. Kotina is currently a category "A" Child Development Home Provider. This category allows the provider to have 6 preschool children with an additional 2 school aged children in care at one time. Kotina currently does not have any families on her care roster. Kotina is available for care Monday through Friday from 3pm to 11am. Kotina does not take infants in her program. There are no pets in the Child Development Home.

2. Identify Observed Strengths Of The Program

Kotina has completed her required trainings as reviewed by the Registration Unit. Caitlyn uses Time Out and redirection as

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her primary behavioral interventions when needed. Corporal punishment is not practiced in the Child Development Home. Children in Kotina's care will receive regular meals and snacks as appropriate. When Kotina has children on her roster she participates with the Food Program. Kotina's home is clean, sanitary, and appropriate for childcare. There is an outside space the children have access to when the weather allows.

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, andProcedures to address the needs of individual children, including those with functional or access needs.
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.

1. An Emergency Preparedness Plan needs to be completed and easily accessible. This worker has made referral to your Child Care Resource and Referral Worker to assist you with completing the plan. Please send this worker a copy of the completed plan within 30 days of receiving this letter.
Have procedures in place for the following:
• Evacuation to safely leave the facility
• Relocation to a common, safe location after evacuation
• Shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue
• Lock down protocol to protect children and providers from an external situation
• Communication plan and plans for reunification with families
• Plans for the continuity of operations
• Procedures to address the needs of individual children, including those with functional or access needs

2. All household members 18 years or older need to have a DHHS Medical Physical Form completed by a qualified medical professional. This worker left a blank form for you to use.

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

None.

5. Special Notes/recommendations

I encourage you to work with your Child Resource and Referral Worker (Traci Honold 515-802-8163) with any compliance or training efforts.

The corrections above need to be completed by 11/30/2026 unless otherwise noted and will be reviewed on your next annual compliance check.

If you have any questions regarding this letter, please contact me at 515-601-9469 or jake.aringdale@hhs.iowa.gov.

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6. ADDENDUMS:

- Addendum1: CCR&R Worker emailed a copy of the updated Emergency Preparedness Plan which meets Targeted Expectations on 10/29/2026.
  Jake Aringdale

This Addendum is approved by supervisor on 10/29/2026

HHS Child Development
Home Compliance Worker: Jake Aringdale Date: 9/28/2026

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