Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Martisha Martin

Provider Name: Martisha Martin

Provider No.: 44154

Address: P O Box 2771, Waterloo, IA, 50704

E-Mail:

County: Black Hawk

Phone Number: 3192398260

☐ Pre-Inspection Date:

☐ Approval Date:

☒ Annual Visit Date: 1/22/2026

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

Martisha initially became a Registered childcare provider in 2014. She took a short break between 2016-2018 and resumed childcare in 2018. Martisha identified that she has 2 classes this semester and will then graduate with her Early Childhood Education degree. She was proud of the fact that she was able to accomplish that. She is not a participant of the IQ4K quality rating system. She does participate in the Food Program. Martisha is open to caring for children of all ages (infant through school-age). She does offer 1st shift, 2nd shift and 3rd shift care. She does not have any pets. She does provide transportation for children to and from school. Martisha is only approved to provide childcare on the main level of her home. She does have 1 individual who is approved as a substitute and assistant. She did share that she does not frequently use her as a substitute but more as an assistant. She does have a fenced in yard and a heated front porch area for play as well.

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2. Identify Observed Strengths Of The Program

Martisha did not have any children in care at the time of this visit. Thus, this worker did not have an opportunity to observe her interactions with the children.

Despite the fact that Martisha was missing quite a bit of the required documentation for each child's file, she did have a folder for each child. This made it easier for this worker to review her documentation. If she would have had children in care at the time, this is helpful so the provider can continue to supervise the children appropriately. Martisha also presented as very open to feedback and stressed she was glad this worker had come so she can take the appropriate steps to come into compliance with all the requirements.

Martisha identified that she sees the value in outdoor play and tries to get the kids outside regularly (weather permitting). She also identified that she works with the kids on learning cursive writing and works on other educational areas for the children.

3. Identify The Aspects That Fall Below The Standard

110.8(1)a. Number for each child's parent, a person who can be reached when the parent cannot and child's physician is written on paper and readily accessible by the working telephone.
Martisha did have a written document but it was not fully updated.
*Martisha needs to ensure that her written list of children, parental contact, emergency contact and physician is fully updated for all of her current children enrolled.

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.
Martisha did identify on this date that she has been caring for 4 children on 3rd shift and has been using her upstairs for them to sleep. She did not have a fire extinguisher as is required for each child occupied floor.
However, in further review the second floor of her home has not been previously approved for childcare as she does not have the appropriate secondary exit. She does not need to obtain another fire extinguisher for that floor, but she also is not allowed to use that level of her home for childcare.

110.8(1)h. Each smoke detector is tested monthly, and a record is kept for inspection purposes.
Martisha did have some documentation of testing of smoke detectors but it was not documented every month.
*Martisha needs to ensure that she tests her smoke detectors every month and documents that accordingly.

110.8(1) i. Nonsmoking signs are posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone number for reporting complaints, and www.iowasmokefreeair.gov.
Martisha does transport children in her vehicle. She did share that she recently got a new vehicle and does not have the required no-smoking sign.
*Martisha needs to obtain a no-smoking sign for her vehicle. She needs to send pictorial verification of compliance to HHS.

110.8 (1) p : The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.
110.8 (1) q : The provider has written policies about responding to health-related emergencies.
Martisha had these written policies in a couple of the children's files.
*Martisha needs to ensure that her policies have been provided to all of the parents and the form she has should be signed by all the parents and maintained in each child's file for verification.

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.

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Martisha's EPP needs several updates. She has two separate documents that each have part of the EPP. She is also missing several areas in her EPP that are required.
Martisha was previously provided an example form and seemed to have used that example and added some information. However, those examples are not specific to her home and her actual plan. This worker did review the expectations of the EPP and the type of information that needs to be included. This worker did provide her a blank form to use to update her EPP accordingly.

*Martisha does need to fully develop an EPP, specific to her childcare. She needs to send pictorial verification to HHS when completed.

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.

Alex is an approved household member as well as an approved assistant and substitute. Martisha could not locate a physical exam for her.

*Martisha needs to obtain a current physical exam for Alex and this needs to be documented on the HHS approved form.

*Martisha should send pictorial verification of this to HHS.

110.9 (1) b : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with child care.

Martisha could not locate this documentation.

*Martisha will be doing her review soon and will receive this document from HHS as part of her renewal. She needs to keep this document with her other documents for verification at future compliance visits.

110.9 (2) Assistants:
a : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with child care.

Martisha could not locate the current documentation approving Alex as an assistant (and sub).

Martisha will be doing her review soon and will receive this document from HHS as part of her renewal. She needs to keep this document with her other documents for verification at future compliance visits.

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.

As noted above Martisha could not locate a physical exam for Alex (household member, assistant and substitute)

110.9 (3) Substitute:
a : Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with child care.
110.9 (3) 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.

These two areas apply to substitutes (and assistants) and Alexi needs the items above.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.

Martisha did have a file folder for each child, but they had not been updated annually.

*Martisha needs to ensure that the parents are reviewing the child's documentation at least annually and signing and dating accordingly.

Children's files: Each file contains:
110.9 (4) a : Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child, and the parent's work address and telephone number.
110.9 (4) b : Emergency information including where the parent can be reached, the name, street address, city, and telephone of the child's regular doctor, and the name, telephone number, and relationship to the child of another adult available in case of emergency.
110.9 (4) c : A signed medical consent from the parent authorizing emergency treatment.
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.
For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of statement of health or admission physical.

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110.9 (4) g : A signed and dated immunization certificate provided by the state Department of Public Health.
110.9 (4) i : Documentation signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.
110.9 (4) j : Written permission from the parent(s) for their child to attend activities away from the child development home.
Martisha was missing quite a bit of the required documentation for the children's files. She did have the forms for identifying information, emergency contacts and authorization to seek emergency medical care for many of the forms were not fully completed and parents did not sign them, or had not identified an emergency contact or had not checked the box so that Martisha had permission to seek emergency care.
Martisha was also missing an initial physical for one child, updated/annual physical or parental statement of health for 4 kids, and she was missing authorization on who can pick up a child and permission to attend activities away from the site for one child as well.
Martisha also shared that a few of the children were not fully immunized, but she did not have the appropriate exemption form/waiver in the files for those children.
Martisha did have a consent form for several of the children. However, she does have a trampoline and she did share that she does allow childcare children to use that at times. We discussed that she should add that to her consent/permission forms and have parents sign accordingly so they are aware she does allow that activity.

We did thoroughly discuss what needs to be included in each child's file and when parents submit the documentation to her, she needs to review it to make sure it is fully completed.
*Martisha needs to work with the families/parents to have all the families review and fully update the documentation that is required for each child.

110.14(3)c. If the second story or basement is used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.
Martisha did identify on this date that she has been a bedroom in the upper level of her home for her 3rd shift childcare kids to sleep. She had not previously used that space, and it had not been approved by HHS for the use of childcare. She does not have a secondary exit for that level and therefore is not allowed to use the upper level for childcare.
*Martisha agreed to not use that level of her home for childcare and to make other sleeping arrangements for those 3rd shift children.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 2/12/26) 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:
Martisha 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.
We did discuss the number of children she allowed to care for at one time as a Category B provider.
Martisha shared that she plans to use a separate home for her childcare in the near future. She hopes to have it ready by March of this year. We did discuss that she needs to submit a change application to the Registration unit with the new address and once all her documentation is submitted this worker will do a Pre-inspection to approve the new location. We did discuss that she should contact her local CCR&R support worker to assist her with that change process and they could observe the new space as well to ensure it is set up correctly. This worker did review that she needs to have a fire extinguisher on each child occupied floor, smoke alarms in each child occupied room and we discussed if she uses a basement or upper level of the home the requirements for exits.

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

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Martisha was not in compliance with her EPP. This worker did thoroughly review what is needed in each area of the EPP.
She already has an example form, and this worker provided her a blank form to use for documentation of her EPP.
She does need to send pictorial verification to HHS of her EPP.
She was encouraged to review it at least yearly to ensure that no changes need to be made.

Recommendations:
Martisha 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.

6. ADDENDUMS:

- Addendum1: Since the January compliance visit, Martisha has sent various compliance items. As of 9/14/26 she has sent pictorial verification of all the items she was supposed to send for verification.

This Addendum is approved by supervisor on 9/16/2026

HHS Child Development
Home Compliance Worker: Christine Weber Date: 1/22/2026

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.