Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Carolyn Harper

Provider Name: Carolyn Harper

Provider No.: 18265

Address: PO Box 190, Manchester, IA, 52057

E-Mail:

County: Delaware

Phone Number: 5636083148

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 4/21/2026

Program Type:

- [ ] Registered Child Development Home A (guidelines for ratios on all categories)
- [ ] Registered Child Development Home B
- [ ] Registered Child Development Home C
- [X] Registered Child Development Home C1
- [ ] Non Registered Child Care Homes accepting CCA

Program Population Served:

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

1. Basic Overview

Carolyn shared that she has been providing childcare for 27 years. Carolyn is not a participant of the IQ4K quality rating system. Carolyn does not participate in the Food program. Carolyn cares for preschool aged children ages 3, 4 and 5. She does not care for school age children. She does offer preschool curriculum. Carolyn does utilize the main level of the home (she has a designated preschool room) and the lower level of the home (play area and napping). She does have an appropriate secondary exit (door) from the lower level. Her space is nicely organized and well maintained. Carolyn also has a large yard for outdoor play. She did share that she will even take the children out in the winter and ensure they are dressed appropriately. Carolyn does not have any pets. Carolyn does not have an approved assistant or substitute.

2. Identify Observed Strengths Of The Program

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Carolyn had 8 children in care on this date. She did share that she has 13 children enrolled. She is aware as a Category C1 she can only have 8 children at one time. She did present as aware of that and fully aware of which children come on what days to maintain within her numbers allowed.

Carolyn was not home when this worker arrived. This worker called and she was at the nearby park. This worker did go to the park to meet her, and she provided good supervision to the children at the park. They later returned home and played outside for a bit where the children enjoyed playing in the dirt with trucks and riding on outdoor bikes. Again, Carolyn was observed to provide good supervision. Upon going int the home the children all lined up and washed hands upon entering the home. The children showed this worker their preschool room and Carolyn did some preschool activities with them. Carolyn appears to have good structure and routine in her day while also allowing flexibility to play outside when the weather permits. Carolyn also has a lower level where the children nap and that area has items for play as well. The home was clean and well maintained.

Carolyn's documentation was nicely organized into folders within a file box. This worker was able to review her documentation while she continued to care for the children.

3. Identify The Aspects That Fall Below The Standard

110.9(1)b. Certification of First Aid and CPR.
Carolyn could not locate her current First aid and CPR certificate.
*Carolyn needs to locate verification of a current First aid and CPR certificate and send pictorial verification to this worker.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 5/12/26) 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:
Carolyn shared that she does not transport the childcare children in her vehicle. However, she may plan to utilize Regional Transit for some activities this summer. We did discuss the need to have written permission from the parents to attend those activities.
Carolyn shared that she does use a blow-up pool at times. Carolyn was aware of regulations regarding pool safety. She did report that more often she will utilize a sprinkler or water table for other water play.
We did discuss safe sleep policies although Carolyn does not care for infants.
We did discuss the number of children she is allowed to care for at one time as a Category C1 provider. Carolyn did have some questions about if she took extra school aged children and we discussed expectations and a possible move to a Category B provider.

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

Recommendations:
Carolyn 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 expectation for providers effective 7/1/25 so we did discuss this, and she agreed to get that documented accordingly.

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HHS Child Development
Home Compliance Worker: Christine Weber Date: 4/23/2026

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 Lisa Wood with Child Care Resource and Referral if you have any ongoing compliance or training needs. Lisa Wood can be reached at 319-334-5900