Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Joyce Kauffman

Provider Name: Joyce Kauffman

Provider No.: 38346

Address: 13048 220th ST, West Union, IA, 52175

E-Mail:

County: Fayette

Phone Number: 5634228477

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 4/28/2026

Program Type:

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

Joyce shared that she began providing childcare in 2011 and became Registered in 2012. She does not participate in the IQ4K quality rating system. She does participate in the food program. Joyce shared that she is willing to care for children ages infant through school age. She does offer childcare all three shifts Monday through Friday and does alternating weekends for a couple of current families. Currently Joyce provides care on the main level only. She did note that she would like to clean up the basement area and utilize that for childcare space in the future. She does have an appropriate secondary exit from that level, and we discussed some other items that would be required if she utilized the lower level. Joyce does have several pets that do interact with the childcare children. Joyce does have one individual that is an approved assistant/substitute.

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2. Identify Observed Strengths Of The Program

This worker did observe Joyce appropriately redirect a child that was running in the home.

This worker did observe a few of the children in free play in the living room area.

3. Identify The Aspects That Fall Below The Standard

110.8 : Conditions in the home shall be safe, sanitary, and free from hazards.
The floor in the living room where she provides primary care also needed to be swept.
*Joyce needs to ensure that the home is sanitary and safe at all times.

110.8(1)a. All travel vehicles must have a paper copy of emergency parent contact information.
Joyce shared that she does not transport children often but might occasionally transport a child or children in her vehicle. She does not have a written list of children and emergency contact information in her vehicle.
*Joyce needs to ensure that she has a written list of children and emergency contact in her vehicle. Joyce needs to send pictorial verification of compliance to this HHS worker.

110.8 (1) h : Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.
Joyce did share that she does occasionally allow a child in one of the bedrooms to watch TV. She did not have a smoke detector in that room.
*Joyce needs to obtain a smoke detector for the bedroom on the main level, and she needs to send pictorial verification of compliance to this HHS worker.

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.
Joyce did share that she does not transport children often but might occasionally transport a child or children in her vehicle. She does not have ano-smoking sign in her vehicle.
*Joyce needs to obtain a no-smoking sign for her vehicle, and she needs to send pictorial verification of compliance to this HHS worker.

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.
Joyce has 3 of her own dogs and a cat. Her daughter's dog from next door is also often at her home and is around the childcare children.
Joyce did have an annual pet exam and current rabies shots for her 3 dogs. Those however were not on the approved HHS form. Joyce shared that she is not able to get the approved HHS from her current vet and needs to obtain a new Vet for next year. She will need to ensure that when the pets are due for the next annual exam, she has the required forms signed accordingly.
Joyce did not have a pet exam for her daughter's dog. If the dog is at her home (all the time as she reported) she needs to maintain a copy of the annual pet exam and shot records for that dog as well.
Joyce could not locate a pet exam for the cat.
*Joyce needs to ensure that she has annual pet exams for all the animals and that they are documented on the approved HHS pet form.

110.8 (3) a : All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.
Joyce did have chemicals/cleaners under her bathroom sink and kitchen sink and those cabinets were not latched.
*Joyce needs to either move those chemicals/cleaners or secure those two cabinets with latches. Joyce needs to send pictorial verification of compliance to this worker.

110.8(3)b.
The first-aid kit shall, at a minimum, include adhesive bandages, bottled water, disposable tweezers, and disposable plastic gloves.
Joyce needs to obtain the required water bottle for her First aid kit.

110.9(1) : A provider file is maintained and contains:

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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.
Within six months of becoming registered, children 18 years of age or younger residing in the household must have:
Admission physical exam report.
Immunization certificate.
For school age: Documentation of physical exam completed at time of school enrollment or since that time.
Joyce could not locate her provided health exam or any of the physicals for the other five household members.
*Joyce needs to locate or obtain a physical for herself and all adults in the home on the approved HHS form. She needs to maintain those records with her other documentation for review at future compliance visits.

110.9 (2) b : Assistant
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 (3) b : Substitute:
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.
Megan is an approved assistant and substitute. Joyce could not locate a physical for her.
*Joyce needs to locate or obtain a current health exam for Megan on the approved HHS form. She should keep that documentation with her other required documentation for future compliance verification.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.
Joyce did have a file for the children in care, but they had not been reviewed/updated annually.
*Joyce needs to ensure that the parents review/update the children's files annually and sign and date accordingly.

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) e : For infants and preschoolers: A statement of health signed by a physician submitted annually.
Of the four files reviewed on this date, Joyce was missing an initial physical for 2 of the children and an updated/annual physical for two additional children.
*Joyce needs to work with the parents to ensure she has all the required documentation for the children's files.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 5/19/26) 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:
Joyce shared that she does not typically transport the childcare children but at times if she does not have many kids present, they might run an errand with her. We did discuss the expectations if childcare children are transported by the provider.
Joyce shared that she does not ever use a swimming pool but will use a sprinkler for other water play.
We did discuss safe sleep policies.
We did discuss the number of children she is allowed to care for at one time as a Category B provider.

As part of the 2026 Targeted compliance the Emergency Preparedness Plan was thoroughly reviewed. Joyce 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:
Joyce 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.

Joyce had two of her grandkids (13 and 11) move into her home last June. She has not notified the Registration unit of the change in household members. She did report that she is coming up for review in a few months and will need to get them added to the household accordingly. This worker did advise her that she needs to update the Registration unit within 10 days of new household members coming in. She also noted that the 17- year-old moved out last July so when she does her renewal, she needs to update the household members accordingly.

It is recommended that Joyce cleans the home thoroughly to decrease the pet odor in the home.

Although Joyce did have a file cabinet and folders for much of the required documentation, she struggled to find physicals for all of the household members and had to spend a significant amount of time looking for some of the required documentation. This worker did recommend she take a bit of time to organize what is needed for compliance at each visit and this worker did provide her a copy of the annual checklist, so she has a complete list of the items required/regulations.

6. ADDENDUMS:

- Addendum1: On 5/17/26 Joyce sent pictorial verification of compliance of the items that had been requested.

This Addendum is approved by supervisor on 5/20/2026

HHS Child Development
Home Compliance Worker: Christine Weber Date: 4/28/2026

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 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