IOWA
Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Shannon Kayser

Provider Name: Shannon Kayser

Provider No.: 21632

Address: PO BOX 573, Gilbertville, IA, 50634

E-Mail:

County: Black Hawk

Phone Number: 3192398510

- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 1/8/2026

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

Shannon has been a Registered childcare provider since 1999 (26 years). She is not currently a participant of the IQ4K quality rating system but did participate in the prior quality rating system. Shannon does participate in the Food program. Shannon is willing to care for children of all ages. Shannon does not have any pets. Shannon does provide care on the main level of her home and in the lower level as well. She has a god amount of space for children to play. Shannon does not have an assistant or substitute.

2. Identify Observed Strengths Of The Program

Shannon's home is clean and spacious for care of the children.
Shannon has a separate fenced in part of her yard for the children to play. She has climbing items and turf to prevent injuries

if the children fall.
Shannon's files were nicely organized so that this worker was able to review documentation while she was able to continue to care for and supervise the children.
This worker was able to observe safe sleep with two infants napping while I was present.
Shannon's contract had more than the 2 minimum policies.
Shannon described some structure to her day with specific center time and free play, and she stressed an importance and value on outdoor play.
Shannon also described a close relationship with the families she serves. She does live in a small community. Shannon shared that she does an annual hayride with the children and then has a separate night where she invites the parents to participate in the hayride.
Shannon also described getting the children involved including an annual lemonade stand where the proceeds raised get donated to various agencies in the community.

3. Identify The Aspects That Fall Below The Standard

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.
Shannon could not locate this documentation.
*Shannon should try to locate this documentation and keep it with her other documentation for future compliance visits.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.
Shannon did have appropriate documentation for each child, however the intake information was not updated annually.
*Shannon needs to work with her parents to ensure that each child's documentation is updated annually.

110.14(3) The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.
If a 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.
Shannon does use her lower level of her home for childcare. She does have the appropriate second exit (egress window with stairs) however on this date she had several boxes piled up on the stairs so the path to the exit was not clear.
*Shannon needs to clear off the steps that lead to the egress window and she needs to send pictorial verification to this worker when completed.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 1/29/26) 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:
Shannon shared that she does not transport the childcare children.
Shannon shared that she does not ever use a swimming pool but will use a sprinkler or other water play.
We did discuss safe sleep policies.
Shannon is aware of the number of children 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. Shannon was in

compliance. She was encouraged to review it at least yearly to ensure that no changes need to be made.

Recommendations:
Shannon had written policies for ill children and health emergencies, but she 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: Shannon sent pictorial verification of the item requested on 1/16/26.

This Addendum is approved by supervisor on 1/20/2026

HHS Child Development
Home Compliance Worker: Christine Weber Date: 1/8/2026

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.