Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE ANNUAL EVALUATION

Business Name: Melisa Jones

Provider Name: Melisa Jones

Provider No.: 11537

Address: 505 S 21st ST, Council Bluffs, IA, 51501

E-Mail:

County: Pottawattamie

Phone Number: 7123969040

[ ] Pre-Inspection Date:

[ ] Approval Date:

[X] Annual Visit Date: 5/12/2026

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

Melisa Jones has been providing childcare services for over 17 years. She has been a category B home for at least 10 years. Melisa does have one substitute and assistant that can cover for her when needed. She is also at the childcare home daily to help with the children. The childcare is on the main level of the home. The spaces used include the living room, dining room and two bedroom spaces. When compliance staff arrived, some of the children were playing with toys and younger children were being fed. Once they were fed, they were out and about on the floor to get to the toys. The home has all required emergency signage and posted phone numbers.

2. Identify Observed Strengths Of The Program

CHILD CARE ANNUAL EVALUATION

Compliance staff was able to observe the provider and assistant with the children in care. The children actively sought either adult out for help with toys or needs. Both adults used calm voices with the children when talking with them.

Both adults use redirection with the children when there is an issue. Most of the children in care are younger infants and toddler aged children. They use a lot of redirection with toys and words as they are helping to move a child along to the next thing.

The provider reported that they have a biter. She stated that they will separate the child from the others with toys for a short period of time. They are keeping eyes on this little one as they know it can happen so quickly.

The provider reported that she is looking to replace a gate that she has between the dining room and living room. This will also help to recreate a safer space for the younger children to crawl or move around without the older children tripping over them.

Compliance staff observed the provider with the children in both rooms throughout the visit. She was talking a lot to the children and playing with them.

3. Identify The Aspects That Fall Below The Standard

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.

**Compliance staff looked at three child files. One of the files that was pulled did not have any identifying information for the child or family members. No emergency consent to treat form. The provider is encouraged to go through the children's files and make sure she has all necessary intake forms on each child. This will be reviewed at the next compliance visit.

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

5. Special Notes/recommendations

2026 targeted compliance measure: Emergency Preparedness Plan. The provider has a completed EP plan that identifies planned actions for evacuation, shelter in place, lockdown, communication and reunification. The plan also addresses continuity of care in the event of a disaster at the location of the childcare.

**The provider discussed one change that she needs to make on her emergency preparedness plan. This will be reviewed at the next visit.

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HHS Child Development
Home Compliance Worker: Stacy Burris Date: 5/15/2026

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 Judea Robbins 712-579-7850