Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE ANNUAL EVALUATION

Business Name: Melissa Frondle

Provider Name: Melissa Frondle

Provider No.: 23693

Address: 165 Chatham RD NE, Cedar Rapids, IA, 52404

E-Mail:

County: Linn

Phone Number: 3197776292

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- [ ] Pre-Inspection Date:
- [ ] Approval Date:
- [X] Annual Visit Date: 3/25/2026

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Program Type:

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

Melissa began as a Registered childcare provider in 2005. She was rated at level 1 of the prior Quality rating system. She does not participate in the current IQ4K quality rating system. She did indicate that she might pursue that in the future. She does participate in the Food Program. Melissa does have a split foyer home. She only provides childcare on the upper (main level). Melissa does have a fenced in back yard for the children. Melissa does have two cats and one dog. Those animals do interact with the childcare children. Melissa does have one approved assistant.

**2. Identify Observed Strengths Of The Program**

Melissa had six children present on this date. She noted that she typically has 7 or 8. She does have a co-provider that

allows her to have more children, but she noted at this time she only has 8 at a time and so is able to provide care on her own.

This worker did observe Melissa to positively redirect the children when needed.

This worker observed the children with free play while I was present. Melissa shared that they go outside frequently and if they can't go outside due to weather, she does have other play for large motor development including a balance beam. She also described activities including playdough and working on colors, numbers and shapes.

Melissa's policies/handbook was very nicely written and detailed and included much more than the minimum required policies. She also has the parents sign a page each year that they have reviewed the policies and children's files. She also has developed a permission slip for the kids to play in the backyard on the play structures.

**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.
Melissa had this written list, but it was missing some of the required information for one child and one child currently enrolled was not listed at all.
*Melissa needs to update her written list of children, parent contact, emergency contact and physician to include all of the children currently enrolled.

110.8 (4) a : Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.
Melissa did not have this at her primary entrance when this worker arrived. She did locate it while I was present.
*Melissa needs and post this by her primary entrance and send pictorial verification 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 childcare.
Melissa could not locate the documentation authorizing who can reside in the home.
*Melissa should try to locate this documentation and keep it with her other documentation for verification at future compliance checks.

110.9 (2) a : Assistant: Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with childcare.
Melissa could not locate this documentation for her assistant Logan.
*Melissa should try to locate this documentation and keep it with her other documentation for verification at future compliance checks.

110.9(4) : An individual file is maintained for each child and updated annually or when there are changes.
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: On the first day of attendance, a statement of health status signed by the parent or legal guardian or admission physical examination that is not more than 12 months from the child's first day.
110.9 (4) e : For infants and preschoolers: A statement of health signed by a physician submitted annually.
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.
110.9 (4) f : For each school-age child, record of a physical exam completed at the time of school enrollment or since.
110.9 (4) g : A signed and dated immunization certificate provided by the state Department of Public Health.
110.9 (4) h : Written emergency plans for children with allergies. Must accompany child if away from facility.
110.9 (4) i : Documentation signed by the parent which names persons authorized to pick up the child, their telephone

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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.
110.9 (4) k : Injury report forms to document injuries requiring first aid or medical care.
Melissa was missing an entire file for one of the children that just started in her care this week. (We did discuss that she should obtain the required documentation for each child before they begin care)
Melissa was missing all but a physical and immunization for another child.
Melissa was missing an initial physical for one of the children.
*Melissa needs to work with the parents to obtain all of the required documentation for each child's file.

A re-check is not needed at this time. The above corrections should be made within 3 weeks (by 4/15/26) 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:
Melissa shared that she does not transport the childcare children.
Melissa shared that she does not ever use a swimming pool but will use a sprinkler or splash mat 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 C2 provider.

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

Melissa did have documentation that parents are allowed 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, but she already had that documented in her policies/contract.

**6. ADDENDUMS:**

- Addendum1: On 5/21/28 Melissa did send pictorial verification of the compliance item requested.

This Addendum is approved by supervisor on 5/26/2026

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HHS Child Development
Home Compliance Worker: Christine Weber Date: 3/26/2026

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 Ravyn Phelps with Child Care Resource and Referral if you have any ongoing compliance or training needs. Ravyn Phelps can be reached at 563-594-9683