



CHILD CARE ANNUAL EVALUATION

Business Name: Helena Smith

Provider Name: Helena Smith

Provider No.: 45532

Address: 1521 22ND ST, Des Moines, IA, 50311

E-Mail:

County: Polk

Phone Number: 5158225443

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Pre-Inspection Date:

Approval Date:

Annual Visit Date: 11/12/2025

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Program Type:

Registered Child Development Home A (guidelines for ratios on all categories)

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

All Ages

**1. Basic Overview**

Helena Smith is a non registered child care provider, living in Des Moines. She has been a registered daycare provider since 2024. Helena lives in a 2 story style house and uses the 1st and 2nd floor for her child care operation. Helena provides care to children of all ages.

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

Helena Smith was watching 2 children when I arrived for our visit, ages 4 and 5 years old. Helena provides overnight care. Helena said she uses time outs for discipline. Helena said the child care children like to read books, dance, play with toys and watch educational videos. Helena speaks Krio and English.

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**3. Identify The Aspects That Fall Below The Standard**

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.

120.8 (1) g : Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Fire and tornado drills are practiced monthly and documentation kept on file for the current year and previous year.

120.8 (4) b : Procedures are in place for: Evacuation to safely leave the facility, Relocation to a common, safe location after evacuation, Shelter-in-place to take immediate shelter where the child is when it is unsafe to leave that location due to the emergent issue, Lock down to protect children and providers from an external situation ,Communication and reunification with families ,Continuity of operations, and Procedures to address the needs of individual children, including those with functional or access needs.

120.9(1) : An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

120.9 (2) 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.

120.9 (2) 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.

120.9 (2) c : A signed medical consent from the parent authorizing emergency medical and dental treatment.

120.9 (2) d : An admission physical examination report signed by physician or clinic designee.

120.9 (2) e : 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 admission physical.

120.9 (2) f : Documentation signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

120.9 (2) g : A signed and dated immunization certificate provided by the state Department of Public Health.

120.9 (2) i : Written permission from the parent(s) for their child to attend activities away from the child care home.

120.9 (2) j : If a child meets definition of homelessness, required medical documentation is obtained within 60 days of enrollment.

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

1. Each child needs their emergency contact written out. Contact information for a person who can be reached when the parent cannot and child's physician is written on paper.

2. You need an additional fire extinguisher. You have one on the main floor but need one for the 2nd floor.

3. Fire and tornado drills need practiced monthly. Record of these drills need kept for inspection purposes.

4. A smoke detector was beeping. Please obtain a new battery for the smoke detector.

5. Emergency preparedness plan needs to be completed. This plan addresses evacuation, shelter in place, and lock down procedures. I would encourage you to work with CCR&R as indicated below in suggestions.

6. Please review all daycare children files to ensure they have the required documentations- emergency contact information, pick up and drop off information, emergency medical consent, current physical and immunization records. Physicals need updated yearly.

7. You were unable to locate your CPR and Mandatory reporter training. CCR&R can assist in locating trainings.

**5. Special Notes/recommendations**

I encourage you to continue working with Heather Sheesley from Child Care Resource and Referral for any ongoing compliance or training needs. Heather can be reached at: (515) 360-7308.



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HHS Child Development  
Home Compliance Worker: Ellen Abbott

Date: 11/18/2025

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