



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 9, 2015

Susan Brandt
20 Hillsdale Dr.
Council Bluffs, IA 51503

Dear Child Care Provider,

This letter is in regards to the November 4, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

441 IAC 110.5(8) Children's Files. An individual file is maintained for each child and updated annually or when there are changes. *The provider needs to update all forms in the children's files yearly.*

441 IAC 110.5(10) Substitutes. The provider shall assume responsibility for providing adequate and appropriate supervision at all times when children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision shall be with the provider.

The provider has a substitute and DHS compliance field worker reviewed the following information with the provider. The provider reported she does not use the substitute but will maintain a record if she does use him.

- a. All standards regarding supervision and care of children apply to substitutes.
- b. Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.
- c. The substitute must be 18 years of age or older.
- d. Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. (These limitations do not apply per Iowa Code Section 237A.3A(3)(e) when the provider is engaged in jury duty or official duties related to provider's membership on state board, committee or policy-related body.)
- e. The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

441 IAC 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

The provider was in compliance with the number of children she can care for as a registered Category B child development home. This information is included for informational purposes only.

441 IAC 110.9(1)"a" No more than six children not attending kindergarten or a higher grade level shall be present at any one time

441 IAC 110.9(1)“b” Of these six children, not more than four children who are 24 months of age or younger shall be present at any one time. Of these four children, no more than three may be 18 months of age or younger.

441 IAC 110.9(1)“c” In addition to the six children not in school, no more than four children who attend school may be present

441 IAC 110.9(1)“d” In addition to these ten children, no more than two children who are receiving care on a part-time basis may be present.

441 IAC 110.9(1)“e” No more than 12 children shall be present at any one time when an emergency school closing is in effect.

441 IAC 110.9(1)“f” If more than eight children are present at any one time for a period of more than two hours, the provider shall be assisted by a department-approved assistant who is at least 14 years old

Suggestions for Improvement:

DHS field compliance worker strongly encourages the provider to maintain contact with CCRR representative. It is recommended the provider have CCRR to the home to review Checklist for Child Development Home Registration and to review changes to policy and rules. DHS field compliance expects the provider to be up to date with changes in policy and rules for Registered Child Development homes.

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.**

Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: December 16, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 – 5713 or mnoddin@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

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 1-800-945-9778.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).