



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 14, 2015

Renee Rea
3623 2nd Ave.
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the January 13, 2015 compliance check of your Level A, 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:

110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *All medicines are in bathroom cupboard above sink. These need to be locked up in order to prevent children from getting into them.*

110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. *Provider has non-smoking signs on front and back door but they do not have the telephone number or website on them. DHS field staff referred provider to CCRR to obtain correct signs.*

110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *Provider had this information in file but did not use the updated Vet Physical form. DHS field staff referred provider to CCRR to obtain new form.*

110.5(8) Children's Files

110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *Provider has 5 children enrolled and there were 4 children present during the compliance check. Please make sure to update forms every year. Provider struggles with forms in files during past compliance checks and DHS field staff referred her to CCRR representative who created a "dummy" file for providers with all forms needed. Provider agreed this would be helpful.*

Each file contains:

110.5(8)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. *1 out of 5 children was missing this form. It was not completed by the parent. Please make sure all forms are completed in full and signed by parents when they are turned in.*

110.5(8)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 number, telephone number, and relationship to the child of another adult available in case of emergency. *3 of the 5 children were missing this information in their file.*

110.5(8)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. *2 of the 5 children were missing exams in files. Provider appeared to be confused about physical requirements for children. DHS field staff reviewed policy and then referred provider to CCRR representative to come up with a method that assists her in remembering policy.*

110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. *1 out of 5 children was missing this information in their file.*

110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A" *The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.*

110.8(1)a Not more than six preschool children present at any one time including infants.

110.8(1)a Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.8(1)a Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.8(1)a Not more than two additional school-age children for less than two hours at any one time.

110.8(1)a Not more than eight children present when the emergency school closing exception is in effect.

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 within the next 45 days.**

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: March 10, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 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).