



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 18, 2014

Glenda Huisman  
412 Anderson St  
Jewell, IA 50130-7703

Dear Child Care Provider,

This letter is in regards to the 11-17-2014 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:

- 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year. (unable to observe due to the snow coverage on the ground)
- 110.5(1)h Is kept free from litter, rubbish and flammable materials. (unable to observe due to the snow coverage on the ground)
- 110.5(1) Is free from contamination by drainage or ponding of sewage, household waste, or storm water. (unable to observe due to the snow coverage on the ground)
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (doesn't document well. Will start to document)
- 110.5(8) Children's Files
- 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. (C.S, E.L)
- 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. (Jacob, Layla, Parker, Aaron, Dylan, Bridley)
- 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.
- 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.

110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Glenda is clearly over on numbers for school age children. She was not over when I was there for my spot check, however it was during school hours. I talked to Glenda about reducing her numbers and looking into an assistant for after school hours. Glenda agreed that she would look. Glenda was clear that she is not willing to "kick" kids out of her day care that are not ready to be left home alone. Glenda was told that if she is caught over on numbers, she could risk losing her child care registration.

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, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

**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: 1-1-2015**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-573-1640 if you have any questions regarding this letter.

Sincerely,

Social Worker II

*Natalie Clapp*  
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 Jody Lehman with Child Care Resource and Referral at 515-573-0147.

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://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://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).