

Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

10-16-2014

Teresa Willems/Kristine VanHove
13756 Co Hwy 556
Ackley, IA 50601

Dear Child Care Provider,

This letter is in regards to the 10-13-2014 compliance check of your Level C, 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:

- 110.4 No more children are in care than the rules for the specific category will allow. (Teresa had 30 children in her care on that day).
- 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters. **(desk and carpet pieces need to be moved)**
- 110.5(1)i An annual laboratory analysis shows satisfactory bacteriological quality if a private water supply is used. Nitrate analysis when children under 2. (states is done but can't find)
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. **(can't find)**
- 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
- 110.5(1)t Within 12 months of registration or renewal of registration, private sewer or wastewater has been tested for efficient functioning and improper leakage. (needs to find copy)
- 110.5(1)v The provider has written policies about responding to health-related emergencies. **(will add)**
- 110.5(2)c An individual file is maintained for each staff assistant and contains: **(Krissy VanHove)**
- 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396
- 110.5(2)c A completed Request for Child Abuse Information, form 470-0643
- 110.5(2)d An individual file is maintained for each substitute and contains: **(Caitlin, Krissy)**

110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

110.5(2)d A completed Request for Child Abuse Information, form 470-0643

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. Each file contains: **(Collin, Hannah, Spencer, Ryder S, Brayden M)**

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. **(Nora, Collin, Hannah, Spencer, Ryder S, Breyden M)**

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. **(Nora, Collin, Hannah, Spencer, Ryder S, Breyden M)**

110.5(8)c A signed medical consent from the parent authorizing emergency treatment. **(Nora, Hannah, Ryder, Collin, Spencer)**

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. **(Hannah)**

110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. **(Denver, Jessie, Logan, Acelyn, Liberty, Gabe, Elle, Lola)**

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. **(Tate, Lane, Nevada, Makena, Noah, Brook, Issiac, Gracie, Breyden)**

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. **(Nora, Collin, Hanna, Spencer, Ryder S, Breyden)**

110.5(8)g A signed and dated immunization certificate provided by the state department of public health. **(Hannah, Gracie age2, Acelyn, Lola, Bredyen)**

110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATERGORY "C"

110.10(1) a Not more than 12 preschool children present at any one time, including infants.

110.10(1)c Not more than two additional school-age children present for less than two hours at any one time.

110.10(1)d Not more than two additional children who are receiving care on a part-time basis.

110.10(1)e Not more than sixteen children present when the emergency school closing exception is in effect.

110.10(1)e If more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a DHS-approved assistant who is at least 18 years of age.

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.

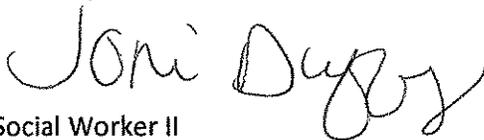
I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 11-23-2014

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


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 Zoe Wignall with Child Care Resource and Referral at 641-670-1532.

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 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).