

# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 15, 2015

Genya Clemons  
302 1<sup>st</sup> St  
Union, IA 50258

Dear Child Care Provider,

This letter is in regards to the 4-14-2015 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:

110.4 No more children are in care than the rules for the specific category will allow. (Genya was over on her infant and preschool count-this was her warning. If Genya is caught over on numbers again, she will risk revocation of her child care registration. Genya states this was a very rare situation, she usually runs at 3 kids in the morning, until preschool kids get off the bus. Today, she had extra due to a mom's work schedule changing this week).

110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (form given)

110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

110.5(2) A provider file is maintained and contains:

110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (expired-dated 3-2012)

110.5(2)c An individual file is maintained for each staff assistant and contains: (Brienne, Marilyn, Denise, Taylor)

110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter. (Marilyn, Taylor)

110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. (Brienne- needs, Denise-needs)

110.5(2)d An individual file is maintained for each substitute and contains: (Brianne, Marilyn, Denise)

110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter. (Marilyn)

110.5(8) Children's Files

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. (Kaylee, Eddie)

110.5(10) Substitutes

110.5(10)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.

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

110.9(1)a Not more than six preschool children present at any one time including infants.

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.**

Genya was over on numbers on this date. Genya will watch her numbers closely, as to not go over again. Genya could risk losing her child care registration, for not complying with this rule.

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.**

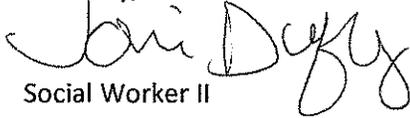
**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: 6-1-2015**

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

  
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 Huster with Child Care Resource and Referral at 515-573-0038.

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](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).