



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 16, 2015

Korene Shady
109 S Vermont Street
Maquoketa, IA 52060

Dear Child Care Provider,

This letter is in regards to the 11/13/15 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:

FINDINGS: *Identify FINDINGS in each area of non-compliance.*

441 IAC 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

441 IAC 110.5(1)"a" The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child's parent, for a responsible person who can be reached when the parent cannot, and for the child's physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and **all travel vehicles must have a paper copy of emergency parent contact information.** You stated you would add a copy to the vehicle & we discussed placing it in the First Aid kit.

441 IAC 110.5(2)"b" (1) Certificates or training verification and record check documentation. During the first year of registration, the provider shall receive a minimum of 12 hours of training from one or more of the following content areas. The provider shall receive at least 6 of these hours in a group setting. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years. **You submitted too many on line trainings for 1/1/13 to 1/1/15.**

During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting.

It appears from the training you showed me, you may have satisfied the CAP, but to make sure you need to send the training certificates to the registration unit. You may contact DHS registration unit at 866/448-4605.

Suggestions for Improvement:

We discussed using the 2nd floor for childcare as you now have one. You currently cannot use the 2nd floor as you do not have at least one direct exit to the outside. You stated that you used the 2nd floor for grandchildren who are not childcare children. You can only use the second floor during non-childcare hours.

441 IAC 110.9(3)"c" The home shall have a minimum of two direct exits to the outside from the main floor. **(1) If the second level** or the basement of the home is used for the provision of child care, other than the use of a restroom, **each additional child-occupied floor shall have at least one direct exit to the outside** in addition to one inside stairway.

(2) All exits shall terminate at grade level with permanent steps. You do not have direct exit to the outside on the second floor of your home.

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: 12/28/15

X _____
Signature Date

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

Sincerely,

Glenda Currier

Glenda Currier, SW II, Childcare Specialist, gcurrie@dhs.state.ia.us
563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

MACHELLE PEZLEY
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.

For Jackson & Clinton County:

CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732

563-243-5220 or 866-243-5220, Fax: 563-243-7331

Kathy Richmond, krichmond@iacommunityaction.org Child Care Consultant, CCRR

Jeffrey Chapman, Safety Director: 563/242-0126 jchapman@clintonfd.us Clinton Fire Department

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).