



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

October 3, 2013

Jill Jay  
6431 Sturdevant St  
Davenport, IA 52806

Dear Jill Jay,

This letter is in regards to the 9/26/13 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) Conditions in the home are safe, sanitary, and free of hazards.  
Phone numbers for child's parent, under sink needs latch
- 110.5(1)a Has a non-pay working telephone. A cell phone cannot be the primary phone.
- 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.  
Need to add newest child
- 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.  
Need to latch under sink- dish soap stored there
- 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.  
Grill needs to moved or barrier that is at least the height of the grill
- 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:  
B.R update all forms
- 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.  
B.R

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.

B.R

110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

B.R

110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

M.R

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.

B.R

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

M.R

110.5(9) The provider meets the following requirements:

110.5(9)a Gives careful supervision at all times.

Had children on both levels of the home-unable to supervise children on both levels. Jill will come up with way for all children to rest on the same level of the 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 by 11/18/13.**

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 on or after November 18,2013.

Please do not hesitate to contact me at DHS at 563-326-8215, if you have any questions regarding this letter.

Sincerely,

Kathy Huinker  
Social Worker II

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 (Text field for phone).

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).