



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

March 31, 2014

Amy Fisher & Elizabeth Iriarte  
511 Short Street  
Plainfield, IA. 50658

Dear Child Care Provider,

This letter is in regards to the March 12, 2014 compliance check of your Level, 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)d Medicines are given only with written authorization from the doctor or parent. (provided forms to provider)
- 110.5(1)d Medicines are inaccessible to children. ( Had provider move to a higher location)
- 110.5(1)e All accessible electrical outlets are safely capped.
- 110.5(1)i If water is determined unsuitable for drinking, commercially bottled water or water treated and approved by the health department is provided. ( Please provide copy, needs updated 09/12)
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. ( Needs to be performed monthly)
- 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
- 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician. ( Need to remove pillows from sleep area, sleep safe information enclosed)
- 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.
- 110.5(2)b 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. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years. ( Liz needs)

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. ( Needed for three)

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. ( Needed for three)

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

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.( Needed for nine)

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. (Needed for five)

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

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. (Needed for three)

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

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.**

X  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. Child Care Resource and Referral will check your home for completion of your items out of compliance with the checklist. They can be reached at 319-233-0804

**Please sign and date below, and return this form in the provided envelope by: May 15, 2014**

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

Please do not hesitate to contact me at DHS at 319-292-2419 if you have any questions regarding this letter.

Sincerely,

Angela Huntington  
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 319-233-0804.

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).