

# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

10/08/2015

Lori Lobberecht, Carla Fletcher  
511 5<sup>th</sup> Ave W  
Oskaloosa, IA 52577  
641-660-3184

Dear Child Care Provider,

This letter is in regards to the 09/29/2015 compliance check of your Level C2, 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:

441 IAC 110.4 Limit. Except as provided in subrule 110.4(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate.

**You had nine children in care during this visit, ages: 7 wks, 7 wks, 12 mo, 13 mo, 18 mo, 2 yrs, 3 yrs, 3 yrs, 4 yrs.**

**This places you have five children under the age of 24 months. You are not to exceed more than four children under the age of 24 months at anytime.**

**See "441 IAC 110.10(1) SPECIFIC REQUIREMENT FOR CHILD DEVELOPMENT HOME CATEGORY "C" for further details regarding required child number authorizations.**

**\*\*It is also noted a worksheet regarding child care numbers for a level C Registered home will also be sent with this letter to you, for better understanding regarding your child care number approval.**

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

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

**Provider is to have a posting of emergency ontact information in an easily accessible location in the home. This needs to include all the parental contact information, medical provider information, and one emergency contact for each child.**

**\*\*It is noted a template of an example of this form (Emergency Number Form) was provided to Provider by SWII Lacey Plants during this meeting.**

442 IAC 110.5(1)"d" Medications shall be given only with the parent's or doctor's written authorization. Each prescribed medication shall be accompanied by a physician's or pharmacist's direction. Both nonprescription and prescription medications shall be in the original container with directions intact and labeled with the child's name. All medications shall be stored properly and, when refrigeration is required, shall be stored in a separate, covered container so as to prevent contamination of food or other medications. All medications shall be stored so they are inaccessible to children. Any medication administered to a child shall be recorded, and the record shall indicate the name of the medication, the date and time of administration, and the amount given

**Provider has shared Provider is not receiving written consent or authorization for children to be administered medication while in daycare.**

**Provider must receive written authorization to administer any medications to a daycare child.**

**\*\*It is noted the Monthly Medication Record form was provided to Provider during this visit by SWII Plants.**

441 IAC 110.5(1)"e" Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous

**Provider shared the outlets in the daycare area are not capped as daycare children will often take the caps out of the outlets. Provider shared Provider had told the prior Daycare Compliance Worker of this information and showed that worker by putting caps in, and watching the children take the caps out. SWII Plants suggested Provider plug all of the outlets during non-daycare hours so the children will not see this and want to play with it.**

**Provider must have some sort of plug on all outlets to assure child safety.**

441 IAC 110.5(1)"j" Emergency plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

**Fire and tornado plans should be posted within the home at the primary and secondary exits. The plans should show a clear route to all exits and safe locations.**

**\*\*It is noted a template of a possible emergency plan was provided to Provider during this visit by SWII Plants.**

441 IAC 110.5(1)"k" Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file

**Provider shares provider practices fire and tornado drills two months a month with the daycare children, however, Provider is not documenting these practices. SWII Plants discussed with Provider drills need to be completed at a minimum of one time per month during daycare hours, and needs to be documented each month.**

**\*\*It is noted a template of the Emergency Drill Record was provided to Provider during this visit by SWII Plants.**

441 IAC 110.5(1)"m" The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

**Provider has a fire extinguisher in the family home, however, it is of a smaller size (10BC). There must be a fire extinguisher of the size 2A 10BC present on each level of the home which are occupied by daycare children. Please obtain the larger size fire extinguisher for your home.**

441 IAC 110.5(1)"n" The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer's recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes

**Provider has shared Provider is testing the smoke alarms two times per month, during fire and tornado drills. Provider is not documenting any smoke alarm testing dates. The smoke alarms in the home all need to be tested at a minimum of one time per month. This test must be documented and kept in Provider's file.**

**\*\*It is noted most Providers use the Emergency Drill Record provided to you during this visit by SWII Plants as a means to document fire alarm tests as well.**

441 IAC 110.5(1)"p" Children under the age of one year shall be placed on their backs when sleeping unless otherwise authorized in writing by a physician.

**There were two infants, both about age seven weeks old, in care today. Both infants were sleeping in inappropriate infant sleep locations upon arrival to the home for today's visit. One infant was sleeping in an infant swing chair, and the other in a bouncer seat on the kitchen table.**

**All children under the age of one year old must sleep in an infant safe and infant specific sleeping location which allows the infant to be flat on the infant's back, on a flat and firm surface. No blankets or other loose soft objects should be present in the area the infant is sleeping.**

**\*\*This was discussed with Provider verbally during the home visit.**

**\*\*It is also noted the infant safe sleeping pamphlet was sent via mail to Provider 09/30/2015.**

441 IAC 110.5(1)"q" Providers shall inform parents of the presence of any pet in the home.

**(1) Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153,**

Veterinary Health Certificate. This examination shall verify that the animal's routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice).

**The family dog, Molly, needs to see a vet and have the pet health certificate filled out, signed, and dated by the vet. This needs to be completed annually.**

**\*\*It is noted SWII Plants sent the Pet Health Examination Veterinary Health Certificate to Provider via mail 09/30/2015.**

441 IAC 110.5(1)"v" The provider shall have written policy and procedures for responding to health-related emergencies

**Provider needs to have a written policy for responding to health related emergencies provided to each parent.**

- An example of this could be:

## Medical Emergency

**In case of emergency, the following steps will be taken:**

- 1. Provide emergency first aid/cpr if necessary. (Provider is certified in both practices)**
- 1. Call 911 (if the situation warrants it).**
- 2. Attempt to contact parent/guardian.**
- 3. Attempt to contact doctor listed on child information card.**
- 4. Attempt to contact persons listed as emergency contacts.**

**Parents will receive written notification of any minor accidents or incidents that occur with your child while present at the daycare. These reports are to be signed and returned to Provider for placement in your child's file. Provider is certified by the American Red Cross in Children, Infant and Adult CPR and First Aid.**

PROVIDER FILE:

441 IAC 110.5(2)"a" A physician's examination report for the provider and all members of the household . Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

**All providers and all members of the household are to have physicals on file which are completed, signed, and dated by a medical physician. Physicals need to be completed at a minimum of every three years.**

**Provider is needing physicals for the following people:**

**Lori, Michael, Alex, Nathan Lobberecht, Carla Fletcher.**

**\*\*It is noted the Child Care Provider Physical Examination Report was sent to Provider via mail 09/30/2015.**

441 IAC 110.5(2)"b"(2) Documentation from the department confirming the record checks required under 441 IAC 110.7(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.

**Provider needs all record check confirmation letteres sent by the Department in the Provider's file. Provider was unable to provide this letter during the compliance visit.**

**Provider should call to obtain a copy of a record check confirmation letter to be sent to Provider, please call 866-448-4605.**

**CHILDREN FILES:**

441 IAC 110.5(8) Children's Files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

**Provider does not have a file made up for some of the children. Provider needs a full file with the below information ith all children in care. Currently Provider is providing care for seventeen children. The files of all children need to be updated annually with the parent signing and dating each area.**

**A file is needed for the following children with initials of: MM, AM, AM, KM, KR, DV, Cam (Camdyn – Provider did not know child's last name), CV, DM.**

441 IAC 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.

**Provider needs information for the children which provide the child's name, birth date, and parent's contact information. This information is generally located on the Child Intake Information form.**

**This form needs to be reviewed annually by parents to assure all information is accurate, re-signed, and re-dated erach year by the parent.**

**This form is needed in the file for children with the initials of: DM, KR, DR, Cam, CB, AM (10/11), KM, MM, AM (3/07).**

**This form needs to be reviewed, re-signed, and re-dated for children with the initials of: NG, BG, RG, MC (1/13), KL, LJ (3/13), LJ (11/05).**

441 IAC 110.5 (8) "b". Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child's regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency.

**Children with the initials of DM, AM (10/11), KM, MM, AM (3/07), KR, DV, Cam, CV need emergency information provided in the child's file, including the child's medical [rovider and**

**contact information, parent emergency contact information, and a minimum of one emergency contact person other than the child's parent.**

**\*\*It is noted this information is usually provided on the Child Intake Information form.**

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

**Each child in care needs a signed medical consent form. This form needs to be reviewed for accuracy annually, then re-signed, and re-dated by the parent each year. It should be remembered this form is only active for one year, such as a release of information would be.**

**The form is needed for children with the initials of: KR, DV, Cam, AM (3/07), KM, MM, AM (3/07), DM.**

**The form is needed to be updated for children with the initials of: KL, MC (1/13), BH, LJ (3/13), LJ (11/05), NG, BG, RG.**

441 IAC 110.5(8) "d". An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician

**(1) The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home.**

**(2) The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.**

**(3) For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physical examination report.**

**(4) The examination report or statement of health status shall be on file before the child's first day of care**

**Each child in care needs a physical signed and dated by a medical provider which has been completed at least within twelve months of starting daycare.**

**An admission physical is needed for the following children with the initials of: LJ (03/13), MM, KR, DV, Cam, CV, AM (3/07), NG**

**\*\*It is noted the Child Health Exam form was sent to Provider via mail 069/30/2015.**

441 IAC 110.5(8) "e". A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.

**Each child in care needs to have an annual physical examination and record of this on file. If a child is age five AND in Kindergarten or higher, the child's parent is able to sign the parent health statement in place of the physical.**

**A physical examination / parent health statement is needed for the following children with the**

initials of: LJ (3/13), MC (7/12), DH, MC (1/13), BH, KR, CV, MM, KL, AM (3/07), LJ (11/05), NG, BG, RG, JC, SC.

**\*\*It is noted the Child Health Exam form was sent to Provider via mail 09/30/2015.**

441 IAC 110.5(8) "h". For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.

**Children who are age five AND in Kindergarten or higher need to have at least one physical examination completed by a medical provider prior to beginning school. Children with the initials of: NG, AM (3/07) need this in the file.**

**\*\*It is noted the Child Health Exam form was sent to Provider via mail 09/30/2015.**

441 IAC 110.5(8) "g". A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable.

**All children in care need the most updated immunization record in the child's file. Children with the initials of MC (1/13), MM, AM (3/07), KR, DV, Cam, CV need immunization records in the child's file.**

441 IAC 110.5(8) "f". A list signed by the parent which names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.

**Each child should have a list of people who is allowed to pick the child up from daycare other than the child's parent. Children with the initials of KR, DV, Cam, CV, AM (10/11), KM, MM, AM (3/07), DM need this in the file.**

**\*\*It is noted it is common for this information to be provided on the Child Intake Information form.**

**441 IAC 110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"**

441 IAC 110.10(1)"b" Of these 12 children, not more than 4 children who are 24 months of age or younger shall be present at any one time. Whenever 4 children who are under the age of 18 months are in care, both providers shall be present

**You had nine children in care during this visit, ages: 7 wks, 7 wks, 12 mo, 13 mo, 18 mo, 2 yrs, 3 yrs, 3 yrs, 4 yrs.**

**This places you have five children under the age of 24 months. You are not to exceed more than four children under the age of 24 months at anytime.**

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, you will be required to have a recheck or follow up visit to your home.

**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.**

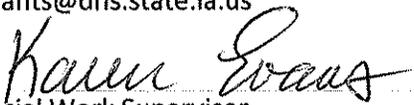
**Please sign and date below, and return this form in the provided envelope by: 11/23/2015**

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

Please do not hesitate to contact me at DHS at 319-892-6858 if you have any questions regarding this letter.

Sincerely,

Lacey L. Plants  
Social Worker II  
411 3<sup>rd</sup> St SE  
Ste 400  
Cedar Rapids, IA 52401  
319-892-6858  
lplants@dhs.state.ia.us

  
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 at Heather Miller (641) 670-1533 [hmillier@orchardplace.org](mailto:hmillier@orchardplace.org).

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).

