



**Special Notes and Action Required:**

Review rule 109.8(2) including 109.8(2)a which states "...if children age three years of age and under are included in the combined age group, the staff ratio for children aged three and younger shall be maintained for these children.."

Also, as new staff are hired, please review the record check process under rule 109.6(6). Staff are required to have a completed and cleared Iowa record check prior to hire. A federal check is required within 30 days of a staff's start date.

Please provide a written response (via email, mail, or fax) within 14 days of receipt of this report as to how the above rule violation was corrected. If you feel something is unclear or unjustly cited, please contact me (phone 319-892-6827; email [alyons@dhs.state.ia.us](mailto:alyons@dhs.state.ia.us) <<mailto:alyons@dhs.state.ia.us>>) so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If I have failed to provide for you any information discussed during my visit, please contact me and I will forward the information to you. Thank you.

**Consultant's Signature:**

**Date:**

04/03/2014

