



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 7, 2014

Kimberly Henaman
5447 SE 29th Ct.
Des Moines, IA 50320

Dear Ms Henaman,

This letter is in regards to the April 15, 2014 compliance check of your Category 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:

110.4 No more children are in care than the rules for the specific category will allow.

SEE Category A requirements for numbers as discussed in person. Discussed applying for Category B while in the meantime adjusting numbers to be in compliance.

110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

Poison Control: 1-800-222-1222.

110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

110.5(1)g Safety barriers are at stairways and doors as needed.

Replace gate that is broken.

110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

There is a sheet in the packet left for you to make documenting easier.

110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Re-Post.

110.5(1)r If not fenced, both in and aboveground pools must have a cover that meets or exceeds ASTM standards when not in use.

110.5(1)r Fence for in-ground pool is flush with ground and at least four feet high.

You were not out of compliance as of the date of the spot check regarding pool requirements. You indicated you may use a pool in the summer, these are the guidelines that must be followed for your reference.

110.5(1)r Fence for aboveground pool is four feet above sidewalls of pool. Height of pool walls not included in measurement.

110.5(1)r Wading pools are drained daily and are inaccessible to children when not in use.

110.5(1)s If children use above ground or in-ground swimming pools:

110.5(1)s Written permission from the parents is on file.

110.5(1)s Equipment needed to rescue a child or adult is accessible.

110.5(1)s The provider accompanies and provides constant supervision while the children use the pool.

110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

Need current certification. Contact Child Care Resource and Referral if you need assistance locating a class.

110.5(2) A provider file is maintained and contains:

110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

If you don't have anything current, within the last two years, new physicals will need to be obtained. Please use the two pages at the back of the packet to take to your physician. You and any household members that use this new form will be in compliance on physical requirements for three years instead of two.

110.5(2)b Certificates or training verification documentation for:

110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

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..

Contact Child Care Resource and Referral for assistance with locating classes/trainings. 1-800-722-7619. There are also some online opportunities provided in your packet.

110.5(4) The certificate of registration is displayed in a conspicuous place.

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:

Please re-check the below information with all of your current files to make sure they have the necessary paperwork up to date. Use the forms in the front of the packet to assist with many of these requirements.

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.

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.

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

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.

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.

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

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.

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.

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

110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

**110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "A"**

110.8(1)a Not more than six preschool children present at any one time including infants.

Out of compliance

110.8(1)a Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

For your reference.

110.8(1)a Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

For your reference

110.8(1)a Not more than two additional school-age children for less than two hours at any one time.

For your reference

110.8(1)a Not more than eight children present when the emergency school closing exception is in effect.

For your reference.

110.8(2) Has three written references which attest to character and ability to provide child care.

Keep in provider file.

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 on or before June 23, 2014.**

Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after June 23, 2014.

Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into 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: June 23, 2014.

X _____
Signature Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford
Child Development Home Compliance Checks
DHS, Dallas County
210 N 10th Street
Adel, IA 50003
(515) 993-1742 (ph)
515-725-2899 (fx)
mcrawfo@dhs.state.ia.us

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 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).