Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 14, 2014

Suzanne Robertson
2430 E. Marion Street
Des Moines, IA 50320

Dear Ms Robertson,

This letter is in regards to the April 10, 2014 compliance check of your Category B, 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)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐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.

The highlighted areas were NOT out of compliance at the time of the check. This information is for future reference. Please see included form and sign.

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

☐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(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:

☐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.

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 May 15, 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 _____.

x☐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: May 15, 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).