# Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 4, 2014

Annie Johnson
4560 Hubble Avenue
BF – 206
Des Moines, IA 50317

Dear Child Care Provider,

This letter is in regards to the November 3, 2014 compliance check of your Level 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:

☐110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

***Provider cleaning supplies under a cabinet in the bathroom that was not locked. Cleaning supplies were also accessible on a shelf in the bathroom. Provider agreed that she will move all the toxic items to the very top shelf on the left side of the bathroom.***

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

***Provider certification expired in May 2014. Provider indicated she was unaware of the frequency of renewal. Provider agreed to call immediately and get scheduled for a recertification class. Provider should contact Child Care Resource and Referral at 1-800-722-7619 for assistance in locating a CPR 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.

***Provider should documentation that she is currently scheduled for a physical renewal in December 2014. Provider should obtain a copy of the updated physical exam for her personal file.***

☐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.

***Provider will contact Child Care Resource and Referral at 1-800-722-7619 for assistance in locating a class.***

☐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:

***Provider indicated that she gave the children's files to parents to complete and never received them back. This worker advised provider to maintain files for the children and only give paperwork to parents to complete. This worker advised that not having proper paperwork up to date on all children could result in loss of registration or revocation. Worker advised provider to discuss the importance of completing the necessary documents with parents. Worker advised provider to let parents know if they are unwilling or unable to complete the information requested that their child will not be able to receive day care services in her home.***

☐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.

***Please refer to pages 1 and two in the packet of forms provided to you at the time of the spot check to assist you in coming into compliance.***

☐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.

***Please refer to pages 1 and two.***

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

***Please refer to page 3.***

☐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.

***Provider should request a copy from parents.***

☐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.

***Provider can give page 4 to parents to have completed by a physician.***

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

***Provider can give page 4 to parents to have completed by a physician.***

☐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.

***Provider can give page 4 to parents have completed by a physician.***

☐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.

***Referred to page 1.***

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

***Provider should request from parents.***

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

***Provider should request from parents.***

☐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.

***Front page 5.***

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

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

***Worker advised provider to keep three copies of written references on file at all times. Provider agreed and indicated she will replace these. Provider understands that references can be obtained from parents of day care children, neighbors, community members, etc.***

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.**

☐ 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.

x☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in 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: December 18, 2014.**

X_____ _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford
Social Worker II

*C. Mark Chappelle*
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 1-800-722-7619.

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).