



# Iowa Department of Human Services

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Governor

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Director

January 8, 2015

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202 8<sup>th</sup> Ave  
Charles City IA 50616

Dear Child Care Provider,

This letter is in regards to the 01/05/15 compliance check of your Level 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)a Numbers for police, fire, ambulance, poison information posted by phone.  
*Gave form. Must post.*
- 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.  
*Must post.*
- 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.  
*Toilet bowl cleaner under sink.*
- 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.
- 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.  
*Need full supply kit.*
- 110.5(1)e All accessible electrical outlets are safely capped.  
*Cap throughout main level.*
- 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.  
*Must post at main and second exit.*

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)k Fire and tornado drills are practiced monthly and documentation kept.  
*Gave form. Must document.*

110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.  
*Gave form.*

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](http://www.iowasmokefreeair.gov).  
*Move to second exit.*

110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.  
*Two dogs. Need updates.*

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.  
*Discussed dumping directly after use or putting fence in.*

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 three years.  
*Need fiancé and two sons physical – gave forms.*

110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every three years thereafter.  
*Need physical.*

110.5(2)d A physician's signed statement of health of at the time of employment and at least every three years thereafter.  
*Needs physical on file.*

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

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

*One*

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

*Two*

110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

*Discussed the need to document.*

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.

Please do not hesitate to contact me at DHS at 641-421-1219 if you have any questions regarding this letter.

Sincerely,

Amanda Nash  
Social Worker II

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 641-394-4854.

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://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://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).