



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 10, 2015

Sara Lamoree
533 Gepke Parkway
Des Moines, IA 50320

Dear Child Care Provider,

This letter is in regards to the February 16, 2015 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:

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

At the time of your spot check you were registered as a category a provider. You initially reported six children were present. You delayed reporting a seventh child was present as this child was napping in another room and was not visible. When asked about the other child you reported that you forgot he was in the other room. You also reported that you recently applied for a category B registration and one of the children just recently started. Please be advised that you cannot start children in anticipation of being granted your category B registration status.

It does appear that some time after the spot check, you were approved as a category B provider. With category B you can have up to eight preschool age children at any one time. However, two of these eight children must be part time. You are allotted 180 hours of part-time care each month. This does not mean that each part-time child gets 180 hours ,they would get 180 hours divided between the two of them. You are required to keep track of part-time hours. Please use the part-time hours sheet provided on page 17 of the packet of forms. You may also have up to four additional school age children in your care for two hour increments. If you have more than eight children present at any given time as a category B, you must have an assistant present with you at all times, no exceptions.

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

Please post these numbers in a visible location. There is a form on page 29 of the packet provided to you during the time of the spot check that can assist you in organizing your phone numbers.

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

Please post these numbers in a visible location. There is a form on page 29 of the packet provided to you during the time of the spot check that can assist you in organizing your phone numbers.

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

You will need to add a child safety lock or move your cleaning products and other toxic materials to a higher location that is out of reach of the children.

110.5(1)e All accessible electrical outlets are safely capped.

There were some electrical outlets missing. Safety caps at the time of my visit, particularly in living room near the TV. Please recap those electrical outlets and check your home to make sure all additional outlets are covered.

110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

You reported that your basement was messy and was not very easily accessible to me to check your furnace and water heater. You reported that you have plans to be cleaning out your basement in the next week or two. You did agree to immediately move all items that are directly surrounding the furnace and water heater devices. Please make sure that there is always 2 to 3 feet of clearance so that nothing can catch on fire.

110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Please make sure you have a map with written instructions posted at primary and secondary exits. If you need assistance in creating a map please see page 12 in the packet provided to you at the time of the spot check. On page 12, you will note a sample evacuation plan. At the bottom of this page. There is a website to the Polk County assessor's website that will allow you to access your homes floor plan. You can print off a copy of this floor plan and draw on the map to mark the primary exits for a fire and the safe location for a tornado. Please make sure this map also includes written instructions.

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.

Please remember to practice the drills every month with the children. It's very important they know how to respond in the event of a true emergency. Please use page 7 in the packet provided to you to keep track of your emergency drills as well as your smoke detector checks. I would suggest laminating this document and placing it on a refrigerator, cabinet, or other highly visible location as an easy reminder.

110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

I noticed a couple smoke detectors have been taken down and need to be put back up, please make sure that these are replaced and installed properly.

110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

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

Please document this using page 7 of the packet provided.

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.

You reported you do not currently have an updated physical. Please schedule. This exam as soon as possible. Please use pages 24 and 25 of the packet provided to you as the new required physical exam form. This form requires a TB test to be done. If you've had a TB test in the recent past your doctor may sign off on this. This form is good for three years.

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)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Child I. C. Is in need of this document, please request from parents. You can use page 4 of the packet to assist you.

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

The following children are in need of an updated annual health statement: ZF, JC, AY, LG. Please request from parents. You can also provide. With page 4 of your packet to assist them in meeting this requirement for you.

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.

You are over numbers at the time of my visit, having seven children of preschool or infant age. As previously discussed, it appears that you are an active category B registration. I have also outlined the requirements of category B registration as well as part-time hours to assist you.

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.

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: April 29, 2015.

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
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).