



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 9/22/15

Justine Gakle
623 W Green St
Winterset, IA 50273

Dear Justine,

This letter is in regards to the 9/18/15 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:

- 441 IAC 110.4 Limit. Except as provided in subrule 110.4(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate. (During my unannounced spot check, there were 22 countable children in your care. You had reduced to 18 countable towards the end of my spot check with several kids going to pre-school. Though you reported having applied with your renewal application to become a Category C-2 provider, you were over allowable numbers for both Category B and Category C-2. There is a description of your current Category B limits later in this report. During the time of my re-check in December, I will have a safety plan agreement for you to sign. This plan will describe the number limits for children that you need to maintain and will be written for the appropriate category you are approved for following this renewal.)
- 441 IAC 110.5(1)“a” The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child’s parent, for a responsible person who can be reached when the parent cannot, and for the child’s physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information. (You need to post parent contact phone numbers. I suggest using the Phone Numbers sheet I shared with you or the “index card” system you can get from CCR&R.)
- 441 IAC 110.5(1)“e” Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous. (You need to install a face plate on the open electrical outlet on your purple wall.)
- 441 IAC 110.5(1)“k” Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file. (You need to practice and record monthly fire/tornado drills. I suggest using the Emergency Drill Record sheet I shared with you.)

441 IAC 110.5(1)“q” Providers shall inform parents of the presence of any pet in the home.

(1) Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal’s routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice). (You need to obtain current vet statements of health for each of your three dogs to be kept on file. If it’s been more than a year since their last visit, a new appointment must be scheduled.)

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

441 IAC 110.5(2)“a” A physician’s examination report for the provider and all members of the household . Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years. (You need to obtain current physician signed statements of health for yourself and all household members to be kept on file. These need to be renewed every three years.)

441 IAC 110.5(2)“b”(2) Documentation from the department confirming the record checks required under 441 IAC 110.7(3) have been completed and authorizing or conditionally limiting the person’s involvement with child care. (You need to complete the included change application and add Joseph Hernandez as a household member, Kari Broekemier as either your assistant or Cat C-2 co-provider, and your aunt Deb as either a household member or assistant if you want her to continue being in the home during your hours of operation.)

The completed application needs to be mailed to:

Attn: CCA Registration Unit
Hoover Bldg 5th Floor
1305 E Walnut St
Des Moines, IA 50319

441 IAC110.5(2)“c” An individual file is maintained for each staff assistant and contains:

(2) A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years. (You need to obtain a current physician signed statement of health for Kari and/or Deb if they are approved as an assistant or household member. These need to be renewed every three years.)

(3) Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. (You need a copy of current certification in the mandatory child abuse training to be kept on file for Kari or Deb if they are approved in a role as assistant or substitute.)

441 IAC 110.5(8) **Children's Files.** An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

441 IAC 110.5(8) "e". A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement. (Several of your children's files need current physician signed statements of health.)

441 IAC 110.5(8) "g". A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable. (Several of your children's files need current immunization reports.)

441 IAC 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

441 IAC 110.9(1)"a" No more than six children not attending kindergarten or a higher grade level shall be present at any one time. (You had 22 under school age children during the time of your spot check.)

441 IAC 110.9(1)"b" Of these six children, not more than four children who are 24 months of age or younger shall be present at any one time. Of these four children, no more than three may be 18 months of age or younger. (You had 10 children under the age of 24 months during the spot check. Though only 3 were under 18 months, you were more than double the allowable numbers for under 24 months.)

441 IAC 110.9(1)"c" In addition to the six children not in school, no more than four children who attend school may be present. (No school age children were present at the time of my spot check, though several were listed for after school.)

441 IAC 110.9(1)"d" In addition to these ten children, no more than two children who are receiving care on a part-time basis may be present. (Well over two part time children were present. You can never exceed 12 total children or 8 under school age children as a Category B provider.)

441 IAC 110.9(1)"e" No more than 12 children shall be present at any one time when an emergency school closing is in effect.

441 IAC 110.9(1)"f" If more than eight children are present at any one time for a period of more than two hours, the provider shall be assisted by a department-approved assistant who is at least 14 years old. (You need to apply to have a DHS approved assistant working with 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 on or before: 12/15/15.

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 on or after: 12/15/15.

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

C. Mark Chappelle
Social Work Supervisor
DHS, Dallas County
(515) 993-1705

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://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf 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).