



Iowa Department of Human Services

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Governor

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10/08/2015

Melissa Hunt
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641-295-5391

Dear Child Care Provider,

This letter is in regards to the 09/29/2015 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:

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.

You were over numbers during the meeting to your home. You had the following aged children in your care upon SWII Lacey Plants' visit to the home: 4 months old, 4 months old, 7 months old, 17 months old, 21 months old, 2 years old, 2 years old, 2 years old, 3 years old, 3 years old, 4 years old.

****See "441 IAC 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY B" below to more thoroughly describe your approved child care numbers.**

FINDINGS: *Identify FINDINGS in each area of non-compliance.*

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

Provider is to have a posting of emergency contact information for parental contacts, child's medical provider information, and at least one emergency contact specific to each child in an easily accessible location in the home.

****It is noted a template of an example of this form (Emergency Number Form) was sent to Provider via email 09/29/2015.**

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

Provider had at least one outlet not capped in the child daycare area. Please assure all outlets are capped which are accessible to children.

441 IAC 110.5(1)"j" Emergency plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

Fire and tornado plans should be posted within the home at the primary and secondary exits. The plans should show a clear route to all exits and safe locations.

****It is noted a template of a possible emergency plan was sent to Provider via email 09/29/2015.**

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

Provider shared Provider is currently practicing tornado and fire drills monthly during daycare hours, however, Provider has not documented this at all.

Provider is to complete a minimum of one fire and tornado drill each month during daycare hours with the daycare children. This drill must be documented and saved for the Provider file as needed.

****It is noted a template of the Emergency Drill Record was sent to Provider via email 09/29/2015.**

441 IAC 110.5(1)"n" The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer's recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes

Provider shared Provider is testing the fire alarms monthly, however, there is no documentation this is being completed. Please document at least one fire alarm test for each alarm in the home.

****It is noted most Providers use the Emergency Drill Record sent to you via email 09/29/2015 as a means to document fire alarm tests as well.**

441 IAC 110.5(1)"p" Children under the age of one year shall be placed on their backs when sleeping unless otherwise authorized in writing by a physician.

All children under the age of one year old must sleep in an infant safe and infant specific sleeping location which allows the infant to be flat on the infants' back, on a flat and firm surface. No blankets or other loose soft objects should be present in the area the infant is sleeping.

****This was discussed with Provider verbally during the home visit.**

****It is also noted the infant safe sleeping pamphlet was emailed to Provider 09/29/2015.**

PROVIDER FILE:

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.

All providers and all members of the household are to have physicals on file which are completed, signed, and dated by a medical physician. The physicals need to be updated at a minimum of every three years.

Provider Melissa's last physical on file is dated 05/2012. Melissa's husband Brandon does not have a physical on file. Melissa's child Breanna's last physical is dated 04/2012, and child Colton's is dated 02/2012.

Provider needs an updated physical in file for Provider's self, Brandon, Colton, and Breanna.

****It is noted the Child Care Provider Physical Examination Report was sent to Provider via email 09/29/2015.**

441 IAC 110.5(2)"b" (1) Certificates or training verification and record check documentation.

During the first year of registration, the provider shall receive a minimum of 12 hours of training from one or more of the following content areas. The provider shall receive at least 6 of these hours in a group setting. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting.

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training

Provider's registration period ends October 2015. Provider is to have 24 hours of ongoing training prior to the registration period ending. Twelve of these hours must be in a group setting. Provider has a total of eight hours of training at this time. Provider will need sixteen hours of training prior to October 31, 2015.

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.

Provider needs the letter sent by the Department confirming record checks have been completed on Provider as well as all members of the Provider's household who is fourteen years old or older. Provider was unable to find this letter while meeting with SWII Plants. Provider can contact 866-445-4605 to request a new letter be sent out.

441 IAC 110.5(2)"d" An individual file is maintained for each substitute 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.

(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.

(4) Certification in infant and child first aid that includes mouth-to-mouth resuscitation. 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.

Sone Scott is the approved substitute for Melissa Hunt. There should be a file present for Sone's physical and credentials. Sone needs to have a physical examination completed on file a minimum of every three years. Sone needs to have two hours of mandatory reporting training a minimum of every five years. Sone needs to be valid in certification for CPR and First Aid, with certificates in the file.

CHILDREN FILES:

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:

Provider does not have individual files for all children in care. Provider will need files for children with the initials of: MG, CG (6/15), JM (12/11), LJ (5/14), MT.

Reminder that all child files need to be reviewed, re-signed, and re-dated annually.

441 IAC 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.

Provider needs information for the children with provide the children's name, birth date, and parent's contact information. This information is generally located on the Child Intake Information form.

This form needs to be reviewed annually by parents to assure all information is accurate, re-signed, and re-dated each year by the parent.

This form is needed in the file for children with the initials of: MG, CG (6/15), JM (12/11), LJ (5/14), MT.

This form needs to be reviewed, re-signed, and re-dated in the file for children with the initials of: LJ (7/12), PD, JB, CS, JM (8/09), LG, RSR, CG (6/11), JG, KT.

****It is noted the Child Intake Information form was sent to Provider via email 09/29/2015.**

441 IAC 110.5 (8) "b". Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child's regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency.

Children with the initials of MT, MG, CG (6/15), JM, LJ need emergency information provided in the child's file, including the child's medical provider and contact information, parent emergency contact information, and a minimum of one emergency contact person other than the child's parent.

****It is noted this information is usually provided on the Child Intake Information form.**

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

Each child care needs a signed medical consent form. This form needs to be reviewed for accuracy annually, then re-signed and re-dated by the parent each year. It should be remembered this form is only active for one year, such as a release of information would be.

The form is needed for children with the initials of: MG, CG (6/15), JM (12/11), LJ (5/14), MT. The form needs to be updated for children with the initials of: LJ (7/12), PD, JB, CS, JM (8/09), LG, RSR, CG (6/11), JG, KT.

****It is noted this form (Emergency Medical Treatment Authorization was sent to Provider via email 09/29/2015.**

441 IAC 110.5(8) "d". An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician

(1) The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home.

(2) The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.

(3) 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 physical examination report.

(4) The examination report or statement of health status shall be on file before the child's first day of care

Each child in care needs a physical signed and dated by a medical provider which has been completed at least within twelve months of starting daycare.

An admission physical is needed for the following children with the initials of: CG (6/15), MG, LJ (12/11), HS, LG, CG (6/11), JG, MT, LJ (7/12), PD, JB, CS.

****It is noted the Child Health Exam form was sent to Provider via email 09/29/2015.**

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.

Each child in care needs to have annual physical examinations and records of this on file. If a child is age five AND in Kindergarten or higher, the child's parent is able to sign the parent health statement in place of the physical.

A physical examination / parent health statement is needed for the following children with the initials of LJ (7/12), MG, JM (12/11), LJ (5/14), PD, JB, CS, LG, CG (6/11), JG, MT, KT, JM (8/09), RSR.

****It is noted the Child Health Exam form was sent to Provider via email 09/29/2015.**

441 IAC 110.5(8) "h". For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.

Children who are age five AND in Kindergarten or higher need to have at least one physical examination completed by a medical provider prior to beginning school. Children with the initials of: JM (8/09), RSR.

****It is noted the Child Health Exam form was sent to Provider via email 09/29/2015.**

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.

Children in care all need the most updated immunization records in the child's file. Children with the initials of CG (6/11), JG, LJ (7/12), PD, JB, CS, MG, CG (6/15), LJ (5/14), HS need immunization records in the child's file.

****It is noted children who have medical concerns or a religious belief which causes the parent to not provide immunizations are able to have this requirement waived with having a Certificate of Immunization Exemption filled out and placed in the child's file. This form was sent to Provider via email 09/29/2015.**

441 IAC 110.5(8) "f". A list signed by the parent which names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.

Each child should have a list of people who is allowed to pick the child up from daycare other than the child's parent. Children with the initials of MG, CG (6/15), JM (12/11), LJ (5/14), MT.

****It is noted it is common for this information to be provided on the Child Intake Information form.**

- 441 IAC 110.5(8) "i". Written permission from the parent for the child to attend activities away from the child development home. The permission shall include:
- (1) Times of departure and arrival.
 - (2) Destination.
 - (3) Persons who will be responsible for the child

A generic permission slip should be signed and dated by all parents for each child, and placed in that child's file, which provides permission for the Provider to take the child on walks, in a vehicle (if applicable), and to any other designated place which the Provider often takes the children to. This consent needs to be signed and dated annually to remain active.

****It is noted an example of a Consents and Releases was sent to Provider via email 09/29/2015.**

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

As a level B Provider, you need to be very conscious regarding the amount and ages of children in your care at any given time.

Upon arrival to the home visit on 09/29/2015, you had the following number and ages of children in your care: 4 months old, 4 months old, 7 months old, 17 months old, 21 months old, 2 years old, 2 years old, 2 years old, 3 years old, 3 years old, 4 years old.

Per this section, you are not to have more than six preschool aged children and younger in your care at any given time. On this date, you had eleven children in your home which were preschool age and younger.

- 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.

Upon arrival to the home visit on 09/29/2015, you had the following number and ages of children under 24 months old in your care: 4 months old, 4 months old, 7 months old, 17 months old, 21 months old.

Per this section, you are not allowed to have more than four children under the age of 24 months old. You had five children under the age of 24 months in care at this time.

Per this section, of the four children under the age of 24 months, only three are allowed to be under the age of 18 months old. You had four children under the age of 18 months in care at this time.

44 1 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

Upon arrival to the home, you shared with SWII Lacey Plants you have an assistant on the way to the home, however, this person did not come to the home for over an hour after SWII Plants arrived to the home. It is unknown how long prior to SWII Plants’ arrival there was not an assistant at the home, if there ever was one. If more than eight children are present for over two children at any given time, an approved assistant needs to also be present.

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.**

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home.

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: 11/23/2015

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319-892-6858 if you have any questions regarding this letter.

Sincerely,

Lacey L. Plants
Social Worker II

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Cedar Rapids, IA 52401
319-892-6858
lplants@dhs.state.ia.us



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 Heather Miller (641) 670-1533
hmiller@orchardplace.org.

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).

