



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR
THOMAS C. BOUSKA, SERVICE AREA MANAGER

February 24, 2014

Jill Palmer
714 W. Washington
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the February 21, 2014 compliance check of your announced 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) Conditions in the home are safe, sanitary, and free of hazards. **The kitchen as a mess, there were meds on the counter and trash on the counters. Provider moved recently but needs to clean up kitchen.**

110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. **Meds on the kitchen counter where children could get into them.**

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. **Needs to put one up in the kitchen.**

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. **One dog was missing file.**

110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies. **Provider could not find.**

110.5(1)v The provider has written policies about responding to health-related emergencies. **Provider could not find.**

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. **Grandchildren did not have this information. Daughter did not have this information.**

110.5(2)b Certificates or training verification documentation for:

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 could not find.**

110.5(2)c An individual file is maintained for each staff assistant and contains: **Provider could not find the following information.**

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

110.5(2)c 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.

110.5(2)d An individual file is maintained for each substitute and contains: **Provider could not find the following information.**

110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

110.5(2)d 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.

110.5(2)d 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.

110.5(4) The certificate of registration is displayed in a conspicuous place. **It was not posted and provider could not find.**

110.5(7) Meals

110.5(7) Regular meals, midmorning snacks and mid-afternoon snacks are well balanced, nourishing, and appropriate amounts as defined by the USDA Child and Adult Care Food Program. **Provider is on the food program but did not follow food program on this date. The children had McDonalds for lunch.**

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 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.

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.

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

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.

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

110.5(10) Substitutes

110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

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.

110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A" *The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.*

110.8(1)a Not more than six preschool children present at any one time including infants.

110.8(1)a Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.8(1)a Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.8(1)a Not more than two additional school-age children for less than two hours at any one time.

110.8(1)a Not more than eight children present when the emergency school closing exception is in effect.

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 30 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 30 day time period has elapsed.

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,

Michelle Noddings
Social Worker II
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417 E. Kanessville Blvd.
Council Bluffs, IA 51503
(712) 328 - 5713

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 1-800-945-9778.

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).