



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 21, 2015

Edith McJunkins
1803 10th Street
Des Moines, IA 50313

Dear Child Care Provider,

This letter is in regards to the January 12, 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:

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

Please repost in a visible location in your home that is easily accessible.

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

Please repost in a visible location in your home that is easily accessible.

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.

You reported you do not currently have a first aid kit but are planning to obtain one today. For your reference they can be obtained at places such as Wal-Mart, Target, Walgreens, etc.

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

You reported that you just moved and need to update this requirement. You stated you are planning to obtain safety caps today to meet this requirement.

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

Since you recently moved, this requirement will need to be completed according to your current home's floor plan. For assistance creating a map of your home please access page 12 of the packet provided to you at the time of the spot check. At the bottom of this page there is a website

link for the Polk County Assessor's website where you can locate your property and print off a map to create your emergency plans. Please make sure that you have two maps, one for each of the exits in your home. Please also make sure that you include written instructions with the map. Please contact Kelly Phelps with Child Care Resource and Referral at 515-246-3560 if you need additional assistance in completing this requirement.

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 use and post page 7 of the packet provided to you at the time of the spot check to meet this requirement. I would suggest posting it in a place where it is visible such as a refrigerator or cabinet to remind you to practice the drills and test smoke detectors monthly. It is important that the children know what to do in the event of a true emergency. It is also important for parents to know emergency procedures.

110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

You reported that you will be purchasing an extinguisher today. Please double check to make sure you have obtained the correct size, which is based on classification. You will need a 2A 10BC or larger. The classification can be located on the extinguisher in fine print. Extinguishers can be obtained at places such as Wal-Mart, Home Depot, Menards, etc.

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.

I have included a sign for you to use with this mailing.

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 have an appointment on January 28, 2015 for a physical. Please take pages 24 and 25 of the packet provided to your doctor to complete. You reported your daughter has a physical and you need to locate this documentation. Please keep all of these documents in a binder or folder for easy access.

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

110.5(2)b Within the first three months of registration:

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.

You acknowledged that you need to take this course. Please contact Kelly Phelps at Child Care Resource and Referral for assistance at 515-246-3560 if you need assistance locating a class. Please note that if this course is not completed by the time your registration is due for renewal you will not be allowed to renew until it is completed.

110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

Please contact Kelly Phelps at Child Care Resource and Referral for assistance locating classes. 515-246-3560. You can also take some online courses listed on page 11 of the packet provided; these can meet some of the requirements but likely not all.

110.5(2)b 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. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

110.5(4) The certificate of registration is displayed in a conspicuous place.

Again, you have recently moved, please be advised your certificate needs to be hung in a visible location.

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:

Please refer to the packet of forms provided to assist you in organizing files for your children.

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.

Please refer to pages 1 and 2.

110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Please refer to pages 1 and 2.

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

Refer to page 3.

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.

Request from parent(s).

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.

Request from parent(s). Parents can take page 4 to their child's doctor for the physician to complete.

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

Request from parents. You can use page 4.

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.

Request from parents.

110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Please refer to page 1.

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

Request from parent(s).

110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Request from parent(s).

110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

Refer to page 5 if needed.

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: March 16, 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
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).