



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

11/17/15

Kaitlyn Bell  
4725 N Harrison St  
Davenport, IA 52806

Dear Child Care Provider,

This letter is in regards to the 11/17/15 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:

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

441 IAC 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

***Non-compliance items marked below.***

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

***Need to post emergency numbers by the telephone. DHS provided sample form.***

441 IAC 110.5(1)“b” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

***Need child lock on bathroom cabinet.***

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

***Need to cap electrical outlets in kitchen, play room & baby room. Kaitlyn reports that some of the outlets are the newer ones that do not require caps, but when this was tested with a blowdryer, it easily went in. All outlets will be assessed at follow up.***

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

***Need to complete fire and tornado drills monthly and document. Provided additional form.***

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

***Need to test smoke detectors monthly and document.***

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).

***All pet records need to be documented on required form 470-5153. DHS provided required form.***

441 IAC 110.5(1)“r” When there is a swimming or wading pool on the premises:

**(2)** An aboveground or in-ground swimming pool that is not fenced shall be covered whenever the pool is not in use. The cover shall meet or exceed the ASTM International (formerly known as the American Society for Testing and Materials) specification intended to reduce the risk of drowning by inhibiting access to the water by children under five years of age.

**(4)** An uncovered in-ground swimming pool shall be enclosed with a fence that is at least four feet high and flush with the ground.

***Need safety gate on deck or an approved cover that meets ASTM specifications. Kaitlyn’s inground pool is in the back yard and the yard itself is fenced. However, there is no gate on the deck which allows children to have access to the pool itself. The back yard is never used as a play area, however, the gate is needed to ensure ongoing safety of the children in care.***

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 household member physicals must be documented on required form 470-5152. Provided form.***

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

Within the first three months of registration :

Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

**Need to complete Mandatory Reporter training as Kaitlyn's has expired. Online training can be found at <http://dhs.training-source.org>**

Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. The provider shall maintain a valid certificate indicating the date of first-aid training and the expiration date

**Need to complete CPR and first aid training as Kaitlyn's has expired. Provided the Red Cross grant training schedule during visit.**

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

**Need 20 hours of training. Behind on training hours.**

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:

**4 children enrolled plus 2 of her own preschool aged children and 1 of her own school aged. 7 files reviewed.**

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.

**Need for her own 3 children. Need updates for BH & KC. Files/forms are needed for your own children as well in case of emergency.**

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.

**Need for her own 3 children. Need updates for BH & KC.**

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

**Need for her own 3 children. Need updates for BH & KC.**

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

***Need for PR.***

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.

***Need for KC.***

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.

***Need a signature & date for BH.***

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.

***Need for her own 3 children. Need updates for BH & KC.***

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

***Need for her own 3 children. Need updates for BH & KC.***

#### **Suggestions for Improvement:**

N/A

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 on or after **1/4/16**.

Please do not hesitate to contact me at DHS at 563-326-8215 if you have any questions regarding this letter.

Sincerely,

*Kathy Hwinker, SWII*  
Social Worker II

***MACHELLE PEZLEN***  
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 563-324-3239 x1432 (Kathy Yoke).

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](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).