



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

11/19/15

Suzanne Kerr
2765 Aspen Valley Dr
Bettendorf, IA 52722

Dear Child Care Provider,

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

At 9:00 a child arrived putting your capacity at 9 preschool aged children, which is over the capacity of a Category B Child Development Home.

As a Registered Category B Child Development Home, you may not have more than six preschool children present at any one time including infants. Of these 6 children, not more than 4 children who are 24 months of age or younger are present at any one time. Of the 4 children 24 months of age or younger, no more than 3 may be 18 months or younger. No more than 4 additional school-age children. Not more than two children receiving care on a part-time basis at any one time. Part-time hours are limited to less than 180 hours per month. Not more than 12 children present when the emergency school closing exception is in effect. When more than 8 children are present for more than 2 hours, a DHS approved assistant at least 14 years old is present.

As we discussed on the phone, I will be returning to your home to do a safety plan for the over numbers.

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.

Items of non-compliance 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 a copy of emergency numbers placed in any vehicle used to transport 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.

Need to post emergency plans on outside garage exit door.

441 IAC 110.5(1)“m” The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

Need to add fire extinguisher sign to the outside of the cabinet on the first floor.

441 IAC 110.5(1)“o” Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home’s hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children.

All signs shall include:

- (1) The telephone number for reporting complaints, and
- (2) The Internet address of the department of public health (www.iowasmokefreeair.gov)

Need to post no smoking sign on outside garage exit door.

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:

8 files reviewed. Need file for new child.

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 KJ.

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 KJ.

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

Need for KJ.

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 KJ.

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 for KJ.

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 KJ.

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 KJ.

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 6 children in care and 2 children using part time hours. At 9:00 a child arrived putting your capacity at 9 preschool aged children, which is over the capacity of a Category B Child Development Home.

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.

3 children in care were using part time hours. No more than 2 children present can use part-time hours at one time, who are under school age. Need to reduce the number of children using part-time hours.

Suggestions for Improvement:

In the future, you will need documentation from the Humane Society and the DHS form 470-5153 on any pets you will be "fostering". If a pet is too young for shots, you will still need documentation stating they are too young.

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 if you have any questions regarding this letter.

Sincerely,

Glenda Currier

Glenda Currier, SW II, Childcare Specialist, gcurrie@dhs.state.ia.us

563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

MACHELLE PEZLEY

Machelle Pezley

Social Work Supervisor

Dubuque County Department of Human Services
799 Main Street Suite 410
Dubuque, Iowa 52004-0087

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.

For Jackson & Clinton County:

CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732

563-243-5220 or 866-243-5220, Fax: 563-243-7331

Wendy Merkel, wmerkel@iacommunityaction.org Child Care Consultant, CCRR

Jeffrey Chapman, Safety Director: 563/242-0126 jchapman@clintonfd.us Clinton Fire Department

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).