



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 28, 2014

Ann Miller
910 N Monroe Place
Mason City IA 50401

Dear Child Care Provider,

This letter is in regards to the 10/28/14 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) Conditions in the home are safe, sanitary, and free of hazards.
Put lock on closet and fence in play area.
- 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.
Bug spray on table.
- 110.5(1)e All accessible electrical outlets are safely capped.
Cap all outlets.
- 110.5(1)e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.
TV
- 110.5(1)g Safety barriers are at stairways and doors as needed.
To basement is needed.
- 110.5(1)h Is fenced off when located on a busy thoroughfare or near a hazard.
Train in backyard. Need a fencing option.
- 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.
Must post at two exits.

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.
Need a flood plan away from home.

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.
Need on second level as kids sleep up there.

110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
Must document.

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.
Gave two forms for both cats.

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.

110.5(1)v The provider has written policies about responding to health-related emergencies.

110.5(1)w Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file.
Need to have accessible in file.

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 three years.
Need Ann on file on correct form.

110.5(3) Activity Program.

110.5(3) There is an activity program and it promotes self-esteem and exploration.
Discussed adding structure into day. Work with Tawny to implement.

110.5(3)c Includes activities for large muscle development, such as running, climbing, riding toys, etc.
Needs added structure to activities.

110.5(8) Children's Files
Need complete files

110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:
Six

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.
Six

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.
Six

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

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.
Six.

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.
Six.

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

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.
Six.

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.
Six.

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

Six.

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

Six.

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.

Six.

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.

Please do not hesitate to contact me at DHS at 641-421-1219 if you have any questions regarding this letter.

Sincerely,

Amanda Nash
Social Worker II

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 641-424-9559.

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://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://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).