



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 27, 2015

Brinda Brown
109 Harding St.
Jefferson, IA 50129

Dear Child Care Provider,

This letter is in regards to the March 25, 2015 compliance check of your Level C2, 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)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. **Provider has 2 dogs and they had all the information needed. The provider needs to use the new Vet Exam form which can be found on the CCRR website.**

110.5(1)v The provider has written policies about responding to health-related emergencies. **The provider had a policy regarding health related emergency but needed to include additional information. Please see below.**

You should have a written policy outlining the procedures and actions you will take in the event of a health-related emergency. The policy should address the following:

- ◆ First aid measures
- ◆ Contacting emergency medical services
- ◆ Transporting of an ill or injured child
- ◆ Contacting parents
- ◆ Care for the other children in your care during the emergency

COMMENTS: Assistance with developing policies is available from your child care health consultant at your child care resource and referral agency.

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. **The provider had 19 children enrolled. There were 12 preschool children present during compliance check. DHS field staff reviewed how many children provider could care for and policy regarding caring for children in the night hours. Provider reported she is open from 4:30 AM to 12:00 PM. She reported that this gives her enough time to sleep. Please remember to update children's files yearly. Provider reported it is difficult to have parents return physicals and**

immunizations. DHS field staff agreed to enclose example of policy to support provider in obtaining necessary forms.

An example for policy handbook: Department of Iowa Policy states that before the first day of care the parent must complete an intake form and signed medical consent for each child attending. Within 30 days the parent must provide a physical signed by a physician and an updated immunization. Regardless of when children started attending (daycare name), every year by August 1 the parents must provide an updated physical and immunization to provider. Children who do not return the requested paperwork by due dates will not be able to attend (daycare name) until paperwork is returned. Failure to complete paperwork could result in losing a slot at (daycare name).

Each file contains:

110.5(8)c A signed medical consent from the parent authorizing emergency treatment. **Several siblings had the forms jointly filled out on one form. Provider was informed that each child needed their own form.**

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. **7 of the 19 children was missing these forms in the file.**

110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. **2 of the 19 children was missing these forms in the file.**

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. **Provider needs to make sure these forms are completed yearly.**

110.5(8)g A signed and dated immunization certificate provided by the state department of public health. **3 of the 19 children was missing these forms in the file.**

110.5(10) Substitutes **Provider does not have a substitute but discussed with field staff having one placed on registration. This is information for the provider.**

110.5(10)a All standards regarding supervision and care of children apply to substitutes.

110.5(10)b Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.

110.5(10)c The substitute must be 18 years of age or older.

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.

110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C" The provider was in compliance during the home visit. Provider was overnumbers for billing for the month of February. Provider reported there was some overalp in children's hours. Provider will ensure she is not caring for more children than allowed.

110.10(1) a Not more than 12 preschool children present at any one time, including infants.

110.10(1)b Of these 12 children, not more than four children under the age of 24 months are present at any one time.

110.10(1)c Not more than two additional school-age children present for less than two hours at any one time.

110.10(1)d Not more than two additional children who are receiving care on a part-time basis.

110.10(1)e Not more than sixteen children present when the emergency school closing exception is in effect.

110.10(1)e If more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a DHS-approved assistant who is at least 18 years of age.

110.10(1)f Both providers are present whenever 4 children under the age of 18 months are in care, and whenever more than 8 children are present.

110.10(2)(a) One provider who meets the following qualifications must always be present (unless this provider has a substitute):

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, 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: May 7, 2015.

X _____
Signature Date

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

Sincerely,



Social Worker II



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 1-800-945-9778 .

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).