



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
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March 12, 2014

Ester Schroeder
1508 Stella Ave.
Carter Lake, IA 51510

Dear Child Care Provider,

This letter is in regards to the March 7, 2014 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:

110.4 No more children are in care than the rules for the specific category will allow. **Provider was caring for 15 kids when DHS compliance arrived to home. She stated she was watching her daughter's daycare children. She called her daughter and she arrived within 15-20 minutes and picked up the children. DHS compliance reviewed policy and how many children she could have at any time.**

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

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. **No first aid kit in the basement where children were playing when DHS arrived.**

110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. **Needs these plans in the basement by the egress window.**

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. **Basement play area needs one of these.**

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. **One cat needs exam and immunizations.**

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

Example: 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. **2 out of 6 kids were missing complete files.** Each file contains:

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.

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.

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

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.

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.

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

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.

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.

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

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

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(9) The provider meets the following requirements:

110.5(9)a Gives careful supervision at all times. **Provider was out of compliance with how many children she was caring for. It would be appropriate to note that she would not be able to adequately supervise 15 children on her own.**

110.5(9)c Is capable of handling emergencies. **It is a risk for the provider to care for 15 children alone and this would hinder her ability to handle emergencies.**

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATERGORY "B" **Provider was over numbers in all categories.**

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

110.9(3) Facility requirements

110.9(3)c If a basement window is used as an exit, the window is operable from the inside without the use of tools. **The window area needs to be cleared. There is a heavy recliner in front of the window to prevent kids from breaking handle on window. This is not safe and needs to be corrected immediately.**

110.9(3)c The window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area.

110.9(3)c The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.

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 (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,

Michelle Noddings
Social Worker II
mnoddin@dhs.state.ia.us
417 E. Kanessville Blvd.
Council Bluffs, IA 51503
(712) 328 - 5713

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).