



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

January 30, 2015

Jennifer Odell  
3012 Ave. E  
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the January 30, 2015 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:**

110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor. *Provider has a fire extinguisher but it is a 1A 10BC. Provider agreed to obtain the correct fire extinguisher in the next 45 days.*

110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. *As a reminder to the provider, make sure you document testing the smoke detector every month.*

110.5(1)o Smoking and the use of tobacco products is prohibited at all times in the home and vehicles used to transport children. Smoking and use of tobacco products prohibited in outdoor play area during hours of operation. *Provider is a smoker but reports she does not smoke during daycare hours.*

110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov). *Provider has the signs on both back and front door but does not have the phone number and web site on the back door sign. Provider will correct.*

110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician. *When DHS field staff arrived to the home, a 4 month old child was sleeping in an adult bed with blankets and pillows. The infant was sleeping on her back. Provider reported the mother stated the child would not sleep in pack and play and mother has child sleep in adult bed at home. DHS field staff had provider move the child from the bed during the compliance check. The provider does have a pack and play but it is in the basement. The provider moved the infant to the living room floor in a safe place. DHS field staff reviewed safe sleeping arrangements and reviewed not using pillows or blankets to ensure safety of the child and protect against SIDS. Provider was instructed to discuss safe sleeping with the parent. Provider agreed to use pack and play for infant. If parent continues to insist infant sleep in an adult bed with blankets and pillows then parent will need to provide a doctors note specifying this information in order for provider to follow parent request.*

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. *The provider had current immunizations for 3 dogs but needs to obtain Vet exams for pets. DHS field staff informed provider that she will need to get form from CCRR website or local representative. Provider affirmed she knew how to access both.*

110.5(1)r Fence for aboveground pool is four feet above sidewalls of pool. Height of pool walls not included in measurement. *Provider has a pool in the yard. It has a 4 foot high wood fence around it separating it from the yard. The provider does not use the backyard for play but takes the children to a local park/school playground to play. This policy is due to change during this legislative session and provider would be in compliance. Provider reports her insurance will not cover the pool and she will take it down in the spring.*

**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 two years. *Provider and son need updated physicals in file. **Provider will need to use the new Provider Physical form and send copies of these physicals to DHS field staff by March 20, 2015.** Provider can obtain this form on the CCRR website or through her local CCRR representative. Provider affirmed she knew how to access both.*

110.5(2)c An individual file is maintained for each staff assistant and contains: *Provider does not have an assistant and this is for her information.*

110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

110.5(2)c A completed Request for Child Abuse Information, form 470-0643

110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

110.5(2)d An individual file is maintained for each substitute and contains: *Provider has had sister watch the children for an hour in the past for doctors appointments. DHS field staff reviewed the importance of having a substitute. Provider will complete the following and add her sister to her registration. CCRR local representative can roll fingerprints at providers home for free.*

110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

110.5(2)d A completed Request for Child Abuse Information, form 470-0643

110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

### **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. *Provider has 12 children enrolled and there were 4 children present during compliance check. Please make sure to update all forms in files once a year. Also, make sure to provide parents with the complete physical form. You can obtain these forms on CCRR website and/or through your local CCRR representative.*

Each file contains:

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. *3 of 12 children were missing this completed form.*

110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *1 out of 12 children were missing this form.*

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. *2 of 12 were missing this form.*

110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. *2 of 12 children were missing this form.*

**110.5(10) Substitutes** *The provider does not currently have a substitute but is adding sister to registration. This is for her information.*

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.

**110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATERGORY "B"** *The provider was in compliance with this requirement during compliance check. This is a reminder of how many children she can care for.*

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. *Provider needs to obtain form for children's files and have all parents sign.*

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.

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: March 20, 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,

Handwritten signature of Michelle Nodding in black ink.

Social Worker II

Handwritten signature of Anne Matthai in blue ink.

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](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).