



Iowa Department of Human Services

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GENERAL LETTER NO. 12-F-AP-32

ISSUED BY: Bureau of Child Care Services
Division of Adult, Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Comm. 143, *Child Development Home Registration Guidelines*, Title page, revised; Contents (pages i, ii, and iii), revised; pages 4 through 26, and 28 through 31, revised; page 32, new; and form 470-3384, *Application for Child Development Home Registration*, revised.

Summary

Comm. 143 is revised to:

- ◆ Modify information regarding provider files maintained at child development homes and the required use of form 470-5152, *Child Care Provider Physical Examination Report*.
- ◆ Insert information as it relates to required national criminal record checks which was effective July 1, 2013.
- ◆ Modify information regarding pets on the premises of child development homes and the required use of form 470-5153, *Veterinary Health Certificate*.
- ◆ Remove the current "Child Development Homes: Number of Children Allowed in Care" table and replace it with an updated "Numbers of Children in Care Allowed in Registered Child Development Homes and Child Care Homes" table. This new format is intended to improve visual guidance regarding the number of children allowed in care in the various child development home and child care home settings

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F Appendix:

<u>Page</u>	<u>Date</u>
Comm. 143	
Title page	October 2009
Contents (pages i, ii, and iii)	October 2009
4-26, 28-31	October 2009
470-3384	9/09

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Comm. 143 (Rev. 7/14)

CHILD DEVELOPMENT HOME REGISTRATION GUIDELINES

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Criminal Records Check

Criminal records checks must be completed before a home can become registered as a child development home. Under Iowa law, form 595-1396, *State of Iowa DHS Criminal History Record Check, Form B*, must be completed by:

- ◆ Every operator of a child development home.
- ◆ All staff members, including substitute providers, with direct responsibility for child care.
- ◆ Anyone 14 years and older who is living in the child development home.
- ◆ Anyone who might have access to a child when the child is alone.

You are responsible for the completion of all required criminal record check forms.

National Criminal Records Check

Effective July 1, 2013, national criminal records checks, based on fingerprints, must be completed before a home can become or renew registration as a child development home. Under Iowa law, *DCI Waiver Agreement*, form DCI-45, and *Federal Fingerprint Card*, form FD-258, must be completed by:

- ◆ Every operator or registrant of a child development home.
- ◆ All staff members, including substitute providers, with direct responsibility for child care.
- ◆ Anyone 18 years and older who is living in the child development home.
- ◆ Anyone who might have access to a child when the child is alone.

Providers will be responsible for having their fingerprints “rolled” before submitting their registration materials. The provider is responsible for the completion of all required criminal record check forms.

The national criminal history record check shall be repeated for each person subject to the check every four years and when the Department or registrant becomes aware of any new transgressions committed by that person in another state. The Department is responsible for the cost of conducting the national criminal history record check.

Child Abuse Registry Check

Child abuse registry checks must be completed before a home becomes registered as a child development home. A child abuse registry check is to be completed on:

- ◆ Every operator of a child development home.
- ◆ All staff members, including substitute providers, with direct responsibility for child care.
- ◆ Anyone 14 years and older who is living in the child development home.
- ◆ Anyone who might have access to a child when the child is alone.

The child abuse registry check is initiated by the completion of form 470-0643, *Request for Child Abuse Information*, by the Department's local child care registration worker. The information needed to complete the 470-0643 is taken from the completed application for child development home registration.

Absolute Prohibitions

Individuals with the following convictions or founded child abuse reports are prohibited from registration as a child development home provider, employment in a child development home, living in a child development home, receiving public funding for providing child care, or living in a non-registered child care home that receives public funding:

- ◆ Founded child or dependent abuse that was determined to be sexual abuse.
- ◆ Placement on the sex offender registry.
- ◆ Felony child endangerment or neglect or abandonment of a dependent person.
- ◆ Felony domestic abuse.
- ◆ Felony crime against a child including but not limited to sexual exploitation of a minor.
- ◆ A forcible felony.

Five-Year Prohibitions

Individuals with the following convictions and founded abuse reports are prohibited from registration as a child development home provider, employment in a child development home, living in a child development home, receiving public funding for providing child care, or living in a non-registered child care home that receives public funding for five years from the date of the conviction or founded abuse report:

- ◆ Conviction of controlled substance offense under Iowa Code Chapter 124.
- ◆ Founded child abuse that was determined to be physical abuse.

Individuals with these convictions or founded child abuse reports may reapply after the five-year period has passed.

Individuals with other founded child abuse reports or criminal convictions may be approved for registration, employment, or residence, depending on the Department's evaluation of the incident.

Record Check Evaluations

The person having a record of criminal conviction or founded abuse will be sent form 470-2310, *Record Check Evaluation*, to complete and return to the child care worker. This form must be returned to the Department within ten days. If the form is not returned within ten days, you will be sent a *Notice of Decision* denying or revoking your child development home registration.

If the Department receives the completed *Record Check Evaluation* within ten days, the Department will evaluate the criminal conviction or founded child abuse record as required under Iowa Code Section 237A.5. The purpose of the evaluation is to determine whether or not the criminal conviction or founded child abuse merits prohibition of employment, registration, or residence in a child development home. Based on the evaluation results, a registration may be approved, denied, or revoked.

Issuance of Registration Certificate

The Department issues a registration certificate when the applicant meets all requirements for registration. The local offices of the Department maintain a current list of child development homes as a referral service to the community.

Comment: *These requirements include submitting the signed and completely filled in application form, the submission of the DHS Criminal History Record Check Form B for all persons required, submission of all required documentation, and the return to the local office of the completed record checks. If everything is completed correctly and all record checks come back as completely clear, the Certificate of Registration will be issued.*

If you operate in a home built before 1960, you must also submit a completed and signed form 470-4755 or 470-4755(S), Lead Assessment and Control, (including interim control table) with any initial application submitted on or after December 1, 2009.

Parent Guide

You will receive 12 copies of the *Parent Guide to Child Development Home Registration* when you receive your *Certificate of Registration*. Please give a copy of the *Parent Guide* to the parent or guardian of each child enrolled in your child development home. You may request more copies from the local office whenever you need them. You can also get supplies of the *Parent Guide* in Spanish from the local office.

A sample of the *Parent Guide* is included in this handbook. This handout gives some explanation of the registration process and parental responsibility. It also includes a list of the minimum requirements. The parent may ask you for help in understanding the minimum requirements.

Compliance Checks

The Department must seek to check 20% or more of all child development homes in the county during the state fiscal year for compliance with registration requirements contained in this handbook. The number of homes that the Department must seek to check will gradually increase to 100% in the fiscal year starting July 1, 2013. As a registered provider, you are required to allow DHS staff to complete this spot check of your registered child development home.

Renewal of Registration Certificate

You must renew your registration every 24 months. When renewing your registration, submit copies of your certificates of training to the Department to be retained in the registration file. *If you operate in a home **built before 1960** and have a valid registration on **November 1, 2009**, you must submit form 470-4755 or form 470-4755(S), Lead Assessment and Control, (including interim control table) must be submitted with each renewal application submitted **after June 30, 2010**.*

Comment: *You must reapply every 24 months, or your Certificate of Registration will be invalid. Upon renewal you will get a new seal with a new expiration date for your certificate. When KinderTrack is implemented, the seal will no longer be used. The certificate will list the start and end dates of the registration period. The Department will complete record checks at the time of your renewal.*

Complaints

The Department keeps a record of all complaints and regulatory violations and their resolution in your regulatory file. This record is available to the public upon request, except that the identity of the complainant will not be disclosed unless expressly permitted by the complainant.

Denial or Revocation of Registration

The Department will deny or revoke registration if it finds a hazard to the safety and well-being of a child, and you cannot correct or refuse to correct the hazard. This policy applies even though the hazard may not have been specifically listed under the health and safety rules.

The Department keeps a record of all denials or revocations of registration and the reasons for denying or revoking the registration. This file is open to public inspection.

Comment: *You have a right to appeal if the Department denies your application for registration or revokes your certificate of registration. You may request a hearing within 30 days after the date the official notice of denial or revocation was mailed. You should submit your request for an appeal to the local Department office or to the DHS Appeals Section, 5th Floor, 1305 E Walnut St, Des Moines, Iowa 50319-0114.*

If your registration is denied due to a recent founded child abuse record, you may also consult with the local Department office about filing a request for review of the child abuse report findings.

Letter of Revocation

If you receive a letter from the Department initiating action to deny or revoke your child development home's registration, you must post the letter conspicuously where parents or any member of the public can read it. The letter shall remain posted until the action to deny or revoke your *Certificate of Registration* is resolved.

Comment: A Notice of Decision *may serve as a letter for this purpose. Post it next to the Certificate of Registration where it may be read by anyone entering the child development home.*

Letter to Parents

The Department will send a letter to every parent, guardian, or legal custodian of each child enrolled in a child development home if:

- ◆ The *Certificate of Registration* is revoked, or
- ◆ There has been a founded child abuse case against the provider, a staff member, or anyone living in the home.

Sanction Period

If the Department has denied or revoked your registration because you have continually or repeatedly failed to operate a child development home in compliance with Iowa law or Department rules, you are not permitted to own or operate a child development home for a period of 12 months from the date of denial or revocation. The Department will not act on an application for registration submitted during the 12-month period.

STANDARDS

The next sections state the standards that apply to all child development homes, regardless of category, and the specific requirements for each individual category of child development home.

The following sections describe the size limits and characteristics of each type of child development home. Child development homes are divided into three categories: A, B, and C, based on the provider's education and experience.

Program Standards for All Child Development Homes

Facility

A child development home must be located in a single-family residence that is owned, rented, or leased by the person or, for dual registrations, at least one of the persons who is named on the child development home's certificate of registration.

A "single-family residence" includes an apartment, condominium, townhouse, or other individual unit within a multiple unit residential dwelling, but does not include a commercial or industrial building that is primarily used for purposes other than a residence.

Health and Safety

Conditions in the home shall be safe, sanitary, and free of hazards. As a minimum, this includes:

- ◆ The home shall have a non-pay, working telephone. A cell phone cannot be used as the primary phone. Readily accessible by the telephone shall be the numbers for:
 - Police,
 - Fire department,
 - Ambulance,
 - Poison information center,
 - Each child's parent,
 - A responsible person who can be reached when the parent cannot, and
 - Each child's physician.
- ◆ All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child.
- ◆ First-aid supplies shall include, but are not limited to, adhesive bandages, antiseptic cleansing materials, tweezers, and disposable plastic gloves. A first aid kit must be available in any vehicle you use to transport children.
- ◆ Medications shall be given only with the parent's or doctor's written authorization. Each prescribed medication shall be accompanied by a physician's or pharmacist's direction. Both nonprescription and prescription medications shall be in the original container with directions intact and labeled with the child's name.
- ◆ All medications shall be stored properly so they are secured from access to children. When refrigeration is required, medications shall be stored in a separate, covered container to prevent contamination of food or other medications.

Comment: *Medications include prescription medicines, over-the-counter medicines, salves and lotions, including those for itches, rashes, and diaper rash. Over-the-counter medications should be given only following package directions regarding dosage, length of time given, frequency given, etc. Any instructions beyond those on the labeling should have a doctor's authorization.*
- ◆ Electrical wiring shall be maintained. All accessible electrical outlets shall be safely capped. Electrical cords shall be used properly. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous.
- ◆ Combustible materials shall be kept away from furnaces, stoves, gas dryers, and water heaters.
- ◆ Safety gates shall be provided at stairways and doors and shall be used as needed.

- ◆ A safe outdoor play area shall:
 - Be maintained in good condition throughout the year;
 - Be fenced off when located on a busy thoroughfare or near a hazard that may be injurious to a child;
 - Have both sunny and shaded areas;
 - Be kept free from litter, rubbish, and flammable materials;
 - Be free from contamination by drainage or ponding of sewage, household waste, or storm water.

Comment: *Equipment should be free of sharp, loose, or pointed parts that could cause injury to a child. Permanent outdoor equipment like swing sets or climbers should be firmly anchored. The play area should be well drained, and free from contamination caused by sewage, household drainage waste, or storm water.*

- ◆ A private water supply shall have an annual laboratory analysis to show satisfactory bacteriological quality. When children under the age of two are to be cared for, the analysis shall include a nitrate analysis. When private water supplies are determined unsuitable for drinking, commercially bottled water or water treated through a process approved by the health department or designee shall be provided.

Comment: *If your water is not supplied by a public system, you must have an annual laboratory analysis on file with the Department. You can get forms and a container for a laboratory analysis from the State Hygienic Laboratory in Iowa City, Iowa 52242, or from your local health department. There may be a charge for this analysis.*

If your water analysis report does not show satisfactory quality, you must provide a statement indicating your alternative plan for a safe water supply.

- ◆ Private sewer or waste water treatment facilities and equipment must be tested for efficient functioning and improper leakage within 12 months of registration or renewal of registration.

Comment: *Contact your local public health agency to arrange for this testing.*

- ◆ Emergency and disaster plans shall be written and posted by the primary and secondary exits. The plans shall include a diagram with the exits and an outside meeting place noted.
- ◆ Fire and tornado drills shall be practiced monthly. Documentation of monthly practice shall be kept on file.

Comment: *This can be as simple as a chart showing the date the drills were practiced, the time of the day, and how long it took to evacuate all the children safely.*

- ◆ A safety barrier shall surround any heating stove or heating element to prevent burns.

Comment: *Anything that produces enough heat to burn a small child should have some type of barrier around it to prevent injury to a child. Heat sources could include, but are not limited to, wood-burning stoves, space heaters, fireplaces, radiators, electric baseboard heaters, or steam-producing vaporizers, whenever in operation.*

- ◆ If there are animals on the premises:
 - All dogs and cats shall have annual health examinations. Records of the examinations shall be available and documented on form 470-5153, *Veterinary Health Certificate*.
 - Pet birds must be purchased from an approved dealer. Pet birds shall not be handled by the children.
 - Aquariums must be well maintained and installed so that they prevent children from getting in the water or pulling over the tank.
 - All animal waste shall be immediately removed from the children's areas and properly disposed of.
 - No animals shall be allowed in the food preparation, food storage, or serving areas during food preparation and serving times.
 - Providers must inform parents of the presence of any pet in the child development home.
- ◆ When there is a swimming pool on the premises:
 - An in-ground swimming pool shall be enclosed with a fence that is at least four feet high and flush with the ground.
 - An above-ground pool shall be enclosed with an approved fence that is four feet above the side walls.
 - If the pool is not fenced, it must be covered whenever it is not in use.
 - When any pool is covered, the cover shall meet or exceed the standards of the American Society for Testing and Materials.
- ◆ If children are allowed to use above-ground or in-ground swimming pools:
 - Written permission from parents shall be kept on file.
 - Equipment needed to rescue a child or adult shall be readily accessible.
 - You must accompany and directly supervise the children during swimming and wading activities.
 - You must complete training in CPR for infants, toddlers, and children.
- ◆ Wading pools shall be drained daily and shall be inaccessible to children when not in use.

- ◆ Children under the age of one year shall be placed on their backs when sleeping unless otherwise authorized in writing by a physician.
- ◆ 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 hours of operation.
- ◆ Nonsmoking signs shall be posted at every entrance of the home and in every vehicle used to transport children. The signs shall include the telephone number for reporting complaints (1-888-944-2247) and the web address for the Iowa Department of Public Health's Smokefree Air Act site: www.iowasmokefreeair.com.
- ◆ You must have written policies about caring for mildly ill children.
- ◆ Any injury requiring first aid or medical care must be documented on an injury report form. This form must be shared with parents and a copy kept in the child's file.
- ◆ A home built before 1960 shall have documentation of assessment and control of lead paint hazards. To comply with this requirement, you must do the following before being issued an initial child development home registration or a renewal of the registration
 1. Conduct a visual assessment of your home for peeling or chipping paint;
 2. Apply interim controls on any chipping or peeling paint found, using lead-safe work methods as defined by Department of Public Health rules, unless a certified lead inspector determines that the paint is not lead-based paint; and
 3. Submit form 470-4755, *Lead Assessment and Control*, as verification of the visual assessment and completion of interim controls, if necessary.

This requirement applies to all initial applications submitted on or after December 1, 2009. If you have a valid registration on November 1, 2009, you have until June 30, 2010, to assess and control lead hazards (or obtain verification that the paint is not lead-based), and you must submit form 470-4755 or 470-4755(S) with the next renewal application after that date. You must submit a new form 470-4755 or 470-4755(S) with each renewal application after that date.

You should complete visual assessments on an ongoing basis and apply interim controls whenever a lead hazard is identified. Record each visual assessment and each application of interim controls on the "Interim Control" portion of form 470-4755 or 470-4755(S). When doing a compliance or complaint inspection, the Department may ask to view this form.

Sign and date the first page of the form to verify that the visual assessment has been performed and interim controls have been applied before submitting the form to DHS, and make a copy for your records. If a certified lead inspector has determined that the paint is lead-free, attach supporting documentation to the form.

Comment: See the “Lead Poisoning” section of this handbook for more information about lead hazards, visual assessments, interim controls, and contact information for the Iowa Department of Public Health.

Meals

Regular meals and mid-morning and mid-afternoon snacks shall be provided which are well balanced, nourishing, and in appropriate amounts as defined by the USDA Child and Adult Care Food Program. Children may bring food to the child development home for their own consumption, but shall not be required to provide their own food.

Comment: The meal patterns approved by the Child and Adult Care Food Program are found in the Nutrition and Sanitation section of this handbook.

Activity Program

There shall be an activity program that promotes self-esteem and exploration and includes:

- ◆ Active play
- ◆ Quiet play
- ◆ Activities for large-muscle development
- ◆ Activities for small-muscle development
- ◆ Play equipment and materials in a safe condition for both indoor and outdoor activities that are developmentally appropriate for the ages and number of children present

Comment: You should develop a flexible schedule to aid in planning activities for the children. Variety and appropriateness to the children’s ages is important.

Examples of active play for large-muscle development include running, climbing, group games, jumping, and riding toys. Examples of quiet play and small-muscle development activities include coloring, stringing objects, putting puzzles together, using play dough to form and squeeze, doing music and finger play activities, making things with paper, using paste and scissors, reading books.

There are many variations of equipment for either outside or inside. An outside play area might have a climber, a slide, a telephone spool, a tricycle, or push and pull toys. A room inside might have a playhouse or dramatic play area in one corner, blocks and toys in one corner, and a quiet area for books and puzzles in another corner of the room.

Discipline

Discipline shall conform to the following standards:

- ◆ Discipline shall be designed to help the child develop self-control, self-esteem, and respect for the rights of others.
- ◆ Corporal punishment, including spanking, shaking, and slapping, shall not be used.
- ◆ Punishment that is humiliating or frightening or causes pain or discomfort to the child shall not be used.
- ◆ Punishment shall not be administered because of a child's illness or progress or lack of progress in toilet training, nor shall punishment or threat of punishment be associated with food or rest.
- ◆ No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

Parental Access

Parents shall be afforded unlimited access to their children and to the people caring for their children during the normal hours of operation or whenever their children are in your care, unless parental contact is prohibited by court order.

Certificate of Registration

The *Certificate of Registration* shall be displayed in a conspicuous place.

Children's Files

You must maintain an individual file for each child and update it annually or when you become aware of changes.

Comment: *Individual files may be in letter-size manila envelopes and contained in one expandable file folder, or be actual individual file folders. To protect family confidentiality, make sure that the information is kept so that parents are able to see information about their own child only.*

The child's file shall contain:

- ◆ Identifying information including at a minimum,
 - The child's name and birth date,
 - The parent's name, address, telephone number,
 - Special needs of the child, and
 - The parent's work address and telephone number.

- ◆ Emergency information including, at a minimum,
 - Where the parent can be reached,
 - The name 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.

- ◆ A signed medical consent from the parent authorizing emergency treatment.

Comment: *A signed medical consent form is very important in case of emergencies. This form greatly reduces the time lost in obtaining emergency treatment for a child. You may wish to check with your local hospital emergency rooms to determine if they will accept any form signed by the parents, or if they require their own completed form. Also, check whether they require the form to be notarized.*

- ◆ For each infant and preschool-age child, on the first day of attendance, an admission physical examination report signed by a licensed physician or by a designee in a clinic supervised by a licensed physician.

The date of the physical examination shall not be more than 12 months before the first day of attendance at the child care home. The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.

Comment: *Health information is important in knowing a child is in good health and can participate in all child care activities. It is even more important to know if a physician's report contains information on health problems that require treatment, medication, or limitations on a child's diet or activities.*

- ◆ For each school age child, on the first day of attendance, a statement of health status signed by the parent or legal guardian. This statement must be submitted every year.
- ◆ Another statement of health condition shall be submitted annually from the date of the admission physical.

Comment: *If the doctor is willing to sign this statement after the first complete physical examination report, it will be accepted. If the doctor refuses, or does not feel comfortable with signing just a statement, a full physical examination report will be accepted.*

- ◆ Injury report forms to document injuries requiring first aid or medical care.
- ◆ A list signed by a parent that 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.

Comment: *It is very important that any child in care be released to only persons who are on this list. Request a photo identification of people whom you do not recognize on sight. If you release a child to anyone not on the list, and if something should happen to that child, you could be held liable.*

- ◆ A signed and dated immunization certificate provided by the state Department of Public Health shall be on file for each child enrolled. For the school-aged child, a copy of the most recent immunization record shall be acceptable.

Comment: *The current Department of Public Health immunization requirements are:*

- *For children 0 to 2 months of age, no immunization is required.*
- *Children 2 to 18 months of age need at least one dose of combined diphtheria tetanus, and pertussis (DPT) vaccine; at least one dose of trivalent polio vaccine; and also three doses of haemophilus influenzae b (Hib) vaccine.*
- *Children 18 months of age and older need at least three doses of combined diphtheria, tetanus, and pertussis (DPT) vaccine; at least three doses of trivalent polio vaccine; and at least one dose of rubeola and rubella containing vaccine received after the child was at least 12 months of age. If Hib vaccine was not given earlier, one dose is required for any child 15 months or older.*

Hepatitis B vaccine is recommended for children in child care, but is not required. School-aged children may need additional immunizations. Check with your physician.

Immunization certificates must be signed by a physician (MD or DO), or county health official and must list the dates of the doses and the health providers. Medical exemptions must be signed by a MD or DO (not a chiropractor). Religious exemptions must list the religion, have a parent's signature, and be notarized.

- ◆ Written permission from the parents for their child to attend activities away from the child development home. The permission shall include:

- Times of departure and arrival
- Destination
- People who will be responsible for the child.

Comment: *This could include such events as trips to the library or grocery store, or a "field trip" such as to the fire station or a farm. It also includes instances when a child is transported to dance class, Scouts, etc. by another child's parent or a person designated by the parent.*

Comment: *The signed parental consent form for additional children to be present during emergency school closings should be included in this file, also.*

Provider Standards for All Child Development Homes

You must meet the following requirements:

- ◆ Give careful supervision at all times.
- ◆ Frequently exchange information with the parent of each child to enhance the quality of care.
- ◆ Give consistent, dependable care and be capable of handling emergencies.

- ◆ Be present at all times except if emergencies occur or when an absence is planned, when care may be provided by a DHS-approved substitute. When an absence is planned, give the parents at least 24 hours' prior notice.
- ◆ 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)

Training

During the first three months of registration, you must receive:

- ◆ Two hours of approved child abuse and neglect mandatory reporter training.
- ◆ Certification in infant and child first aid that includes management of a blocked airway and mouth-to-mouth resuscitation.

During the first year of registration, in addition to the two trainings listed above, you must receive a minimum of 12 hours of training. At least two hours of the training must be in planning a safe, healthy learning environment.

During the second year of registration and each year after that, you must receive a minimum of 12 hours of training.

At least 6 of the 12 hours shall be in an approved group setting. The remaining hours may be completed by self-study, using a training packet approved by the Department.

Comment: *The purpose of continuing education is to increase skills and knowledge over time. Training and education in child development has been linked to higher quality of childcare. Experience without that training and education actually has been shown to decrease the quality of care.*

If you are unable to locate first aid training that includes mouth-to-mouth resuscitation, you must complete both a first aid course and CPR. If children are allowed to use a swimming pool, you must have current CPR training.

On-line CPR and First Aid courses are not approved for continuing education or training to meet regulatory requirements. These courses must include a demonstration of competencies and must be presented in a group training format and by a nationally recognized training organization, such as the American Red Cross, the American Heart Association, the National Safety Council or Emergency Medical Planning (Medic First Aid) or by an equivalent trainer using curriculum approved by the Department.

Content Areas for Training

Training topics may include:

- ◆ Planning a safe, healthy learning environment, including nutrition (two hours required in the first year).
- ◆ Steps to advance children's physical and intellectual development.
- ◆ Positive ways to support children's social and emotional development (includes guidance and discipline).
- ◆ Strategies to establish productive relationships with families (includes communication skills and cross-cultural competence).
- ◆ Strategies to manage an effective program operation (includes business practices).
- ◆ Maintaining a commitment to professionalism.
- ◆ Observing and recording children's behavior.
- ◆ Principles of child growth and development.

Group Training Settings

You must receive at least 6 of the required 12 hours of training in a group setting with other adults. This training may include distance learning opportunities. The training must be approved by the Department or be conducted by an approved trainer. An approved trainer is someone who:

- ◆ Is employed by or under contract with an approved training entity, or
- ◆ Uses curriculum or training materials developed by or obtained with written permission of an approved training entity.

Approved training entities include:

- ◆ An accredited university or college.
- ◆ A community college.
- ◆ Iowa State University Extension.
- ◆ A child care resource and referral agency.
- ◆ An area education agency.

- ◆ The Regents' Center for Early Developmental Education at the University of Northern Iowa.
- ◆ A hospital (for health and safety, first-aid and CPR training).
- ◆ The American Red Cross, the American Heart Association, the National Safety Council, or Medic First Aid (for first-aid and CPR training).
- ◆ An Iowa professional association, including the Iowa Association for the Education of Young Children (Iowa AEYC), the Iowa Family Care Association (IFCCA), the Iowa After School Alliance, and the Head Start Association.
- ◆ A national Professional Association, including the National Association for the Education of Young Children (NAEYC), the National Child Care Association (NCAA), the National Association for Family Child Care (NAFCC), the National After School Association, and the American Academy of Pediatrics.
- ◆ The Child and Adult Care Food Program (CACFP) and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).
- ◆ The Iowa Department of Public Health, Department of Education, or Department of Human Services.
- ◆ Head Start Agencies or the Head Start technical assistance program.

Self-Study Training

Up to 6 hours of training may be received in self-study using a training package approved by the Department. Self-study training packages approved by the Department include curriculum developed and materials distributed by the child care licensing consultants, Iowa State University Extension, or child care resource and referral agency.

Other groups and self-study training packages approved by the Department can be found at the following Web site:

http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html

Additional Training Information

To determine if the training you are considering is approved, look for the logo of the approved training organization on the training certificate or a letter from an approved training organization indicating that the organization approves the training. Some examples include the following:

- ◆ Iowa Public Television (IPTV) programming about young children is part of the Iowa Department of Education and therefore is offered by an approved training organization.
- ◆ *Eager to Learn* is a Minnesota child care resource and referral program and therefore is an approved training organization. Their courses are approved as group training.

- ◆ Resources for Child Care Learning Center is a Minnesota child care resource and referral program and therefore is an approved training organization. Their courses (Tom Copeland business courses) are approved as group training.
- ◆ A certified Red Cross trainer is not necessarily a Red Cross employee but is approved.
- ◆ Local public health offices and local school districts are **not** approved training organizations.

You can only take the same training one time every five years. For example, you could take ChildNet one time within a five-year period to meet regulatory requirements for continuing education. **Note:** One college credit hour in early childhood or elementary education for school age is the equivalent of 15 hours of training.

- ◆ If you submit documentation from your child care resource and referral agency that you have completed the Program for Infant and Toddler Care, ChildNet, or Beyond Better Business Basics training series, you may use those hours to fulfill a maximum of two years training requirements, not including first-aid and mandatory reporter training.
- ◆ All providers must maintain current certification for approved training for the mandatory reporting of child abuse and for infant and child first-aid, including management of a blocked airway and mouth-to-mouth resuscitation.

Provider Files

You must maintain a provider file that contains:

- ◆ A physical examination report that you and the members of your household are free of diseases or disabilities that would prevent good child care. Form 470-5152, *Child Care Provider Physical Examination Report*, must be completed. The examination shall include any necessary testing for communicable diseases and include discussion regarding current Advisory Committee on Immunization Practices (ACIP)-recommended vaccinations.

You must have this form completed for all members of your household that may be present when children are in the home. Obtain the statement at the time of your first registration and at least every three years thereafter.

- ◆ Certificates or training verification documentation for all required training.

Assistant Files

You must maintain an individual file for each staff assistant that contains:

- ◆ A completed *DHS Criminal History Record Check, Form B*, 595-1396.
- ◆ A completed *Request for Child Abuse Information*, form 470-0643.

- ◆ A physical examination report at the time of employment and at least every three years thereafter that the person is free of diseases or disabilities that would prevent good child care. Form 470-5152, *Child Care Provider Physical Examination Report*, must be completed. The examination shall include any necessary testing for communicable diseases and include discussion regarding current Advisory Committee on Immunization Practices (ACIP)-recommended vaccinations.
- ◆ Certification of a minimum of two hours of approved training relating to the identification and reporting of child abuse within six months of employment and every five years thereafter.

Comment: This training may be obtained through the local child care resource and referral agency, the local Extension office, the local community college, etc.

Substitute Files

You must maintain an individual file for each substitute that contains:

- ◆ A completed *DHS Criminal History Record Check, Form B*, 595-1396.
- ◆ A completed *Request for Child Abuse Information*, form 470-0643.
- ◆ A physical examination report at the time of employment and at least every three years thereafter that the person is free of diseases or disabilities that would prevent good child care. Form 470-5152, *Child Care Provider Physical Examination Report*, must be completed. The examination shall include any necessary testing for communicable diseases and include discussion regarding current Advisory Committee on Immunization Practices (ACIP)-recommended vaccinations.
- ◆ Certification of a minimum of two hours of approved training relating to the identification and reporting of child abuse within six months of employment and every five years thereafter.
- ◆ Certification in infant and child first aid that includes management of a blocked airway and mouth-to-mouth resuscitation.

Substitute Providers

As the provider, you are responsible for providing adequate and appropriate supervision at all times children are in attendance. Ultimate responsibility for supervision is with you. Any substitute provider shall have the same responsibility for providing adequate and appropriate supervision. Substitute providers must be 18 years of age or older. All child development home regulations regarding supervision and care of children apply to substitutes

Except in emergency situations, inform parents in advance of the planned use of a substitute provider.

Maintain a written record of the number of hours substitute care was provided, including the date and the name of the substitute provider. Substitute care may be used in the home up to 25 child care hours per month and for an additional period of up to two weeks in a 12 month period. This limit applies to the child development home, regardless of the number of individuals who may be providing the substitute care.

Mandatory Reporting of Child Abuse

Under Iowa Code Section 232.69, it is mandatory for you to report to the Department immediately when you discover signs of abuse in the course of caring for a child. The operator of a child development home or the assistant or substitute must make both an oral and a written report when there is reason to suspect that the child has suffered child abuse.

The first step in reporting suspected child abuse is to call your local Department office or call toll-free any time, day or night: 1-800-362-2178. You must make this oral report within 24 hours. If the child's life is in immediate danger, call the police.

The written report must follow within 48 hours of the oral report. By law, the oral and written reports must contain:

- ◆ The name and home address of the child and of the child's parents or other persons responsible for the child's care.
- ◆ The child's age.
- ◆ The child's present whereabouts, if not the same as the parent's or other person's home address.
- ◆ The nature and extent of the child's injuries, including any evidence of previous injuries.
- ◆ The names of other children in the same home.
- ◆ Any other information that the person reporting believes might be helpful in establishing the cause of the injury to the child, the identity of the persons responsible for the injury, or the identity of the persons providing assistance to the child.
- ◆ People who make a child abuse report or cooperate in the investigation of a report have immunity from any civil or criminal liability, if they report or cooperate in good faith. Any mandatory reporter who knowingly fails to report suspected child abuse is civilly liable for damages caused by not reporting. Failure to report is also a misdemeanor offense.
- ◆ You must advise all new staff of their mandatory reporter status within 30 days of hire. All staff must obtain the mandated two hours of approved child abuse training within three months of employment and every five years thereafter.

Child Development Home A

Legal reference: Iowa Code section 237A.1(8)“a”; 441 IAC 110.5(237A)

Number of Children in Care

A Child Development Home A provider may care for up to 6 preschool children at any one time. Of these 6 children, not more than 4 children who are 24 months of age or younger may be in care. Of the 4 children under 24 months of age, no more than 3 may be 18 months of age or younger. In addition, not more than 2 children who attend school may be present for less than 2 hours at a time.

On days when schools are closed due to emergencies such as inclement weather or physical plant failure, a Child Development Home A provider may care for a maximum of 8 children. This exception does not apply on nonemergency no-school days, such as in-service, conference, or vacation days.

The provider’s own preschool age children are included in the total count. The provider’s own children attending kindergarten or a higher level are not included in the total count.

Provider Requirements

A Child Development Home A provider must:

- ◆ Be at least 18 years old.
- ◆ Have 3 written references that attest to character and ability to provide child care.

Facility Requirements

Fire extinguisher: The home shall have not less than one 2A 10BC-rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

Smoke detectors: The home shall have a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer’s recommendations. You must test each smoke detector monthly and keep a record of testing for inspection purposes.

Child Development Home B

Legal reference: Iowa Code section 237A.1(8)“a”; 441 IAC 110.5(237A)

Number of Children in Care

A Child Development Home B provider may care for up to 6 preschool children at any one time. Of these 6 children, not more than 4 children who are 24 months of age or younger may be in care. Of the 4 children under 24 months of age, no more than 3 may be 18 months of age or younger.

In addition to these 6 children, up to 4 children who attend school may be present. Up to 2 children may also be present who are using part-time hours. (See part-time hours for explanation.)

On days when schools are closed due to emergencies such as inclement weather or physical plant failure, a Child Development Home B provider may care for a maximum of 12 children. This exception does not apply on nonemergency no-school days, such as in-service, conference, or vacation days.

The provider's own preschool age children are included in the total count. The provider's own children attending kindergarten or a higher level are not included in the total count. Whenever more than 8 children are present at any one time for more than 2 hours, the provider must be assisted by a DHS-approved assistant aged 14 or older.

Provider Requirements

A Child Development Home B provider must:

- ◆ Be at least 20 years old.
- ◆ Have a high school diploma or GED.
- ◆ Meet one of the following requirements:
 - Have two years experience as a non-registered or registered child care provider.
 - Have a child development associate credential or a two-year or four-year college degree in a child care related field AND one year of experience as a non-registered or registered child care provider.

Facility Requirements

Fire extinguisher: The home shall have not less than one 2A 10BC-rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

Smoke detectors: The home shall have a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer's recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes.

Two exits: The home shall have a minimum of two direct exits to the outside from the main floor. If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.

All exits shall terminate at grade level with permanent steps. A basement window may be used as an exit if the window can be opened from the inside without the use of tools and it provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. The bottom of the opening shall be not more than 44 inches above the floor, with permanent steps inside leading up to the window.

Occupancy above the second floor shall not be permitted for child care.

Space: The home shall have a minimum of 35 square feet of child-use floor space for each child in care indoors, and a minimum of 50 square feet per child in care outdoors.

Sick children: The home shall have a separate quiet area for sick children.

Child Development Home C

Legal reference: Iowa Code section 237A.1(8)“a”; 441 IAC 110.5(237A)

Number of Children in Care

A Child Development Home C provider may care for up to 12 preschool children at any one time. Whenever more than 8 children are present, both providers, each meeting the individual qualifications for child development home registration as a Child Development Home C provider, must be present.

Of these 12 children, not more than 4 children who are 24 months of age or younger may be in care. Whenever 4 children under the age of 18 months are in care, both providers, each meeting the individual qualifications for child development home registration as a Child Development Home C provider, must be present.

In addition to these 12 children, up to 2 children who attend school may be present for a period of less than 2 hours at any one time. Up to 2 children may also be present who are using part-time hours. (See part-time hours for explanation.)

On days when schools are closed due to emergencies such as inclement weather or physical plant failure, a Child Development Home C provider may care for a maximum of 16 children. Whenever more than 8 children are present at any one time during an emergency school closing day, the provider must be assisted by a DHS-approved assistant aged 18 or older. This exception does not apply on nonemergency no-school days, such as in-service, conference, or vacation days.

The providers' own preschool age children are included in the total count. The providers' own children attending kindergarten or a higher level are not included in the total count.

Provider Requirements

One provider who meets the following qualifications must always be present:

- ◆ Be at least 21 years old.
- ◆ Have a high school diploma or GED.
- ◆ Meet one of the following requirements:
 - Have five years experience as a non-registered or registered child care provider.
 - Have a child development associate credential or a two-year or four-year college degree in a child care related field AND four years of experience as a non-registered or registered child care home provider.

The co-provider shall meet the Category B provider qualifications.

Facility Requirements

Fire extinguisher: The home shall have not less than one 2A 10BC-rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

Smoke detectors: The home shall have a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer's recommendations. You must test each smoke detector monthly and keep a record of testing for inspection purposes.

Two exits: The home shall have a minimum of two direct exits to the outside from the main floor. If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.

All exits shall terminate at grade level with permanent steps. A basement window may be used as an exit if the window can be opened from the inside without the use of tools and it provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. The bottom of the opening shall be not more than 44 inches above the floor, with permanent steps inside leading up to the window.

Occupancy above the second floor shall not be permitted for child care.

Space: The home shall have a minimum of 35 square feet of child-use floor space for each child in care indoors, and a minimum of 50 square feet per child in care outdoors.

Sick children: The home shall have a separate quiet area for sick children.

Determining Allowable Number of Children in Care

The following chart summarizes the limits on the number of children that can be in care for each category of home.

Number of Children Allowed in Registered Child Development Homes and Child Care Homes

Category	Maximum Capacity	Number Restrictions	Age Restrictions	FAQ
Category A	6 children at any one time plus 2 school age children present for less than two hours at a time TOTAL 8	The 2 school aged children may not be present for more than 2 hours at a time	No more than 4 children may be under the age of 24 months at any one time Of those 4, only 3 children may be under 18 months	<ul style="list-style-type: none"> An assistant does not increase the number for maximum capacity Can have multiple sets of school aged children if present at separate times for the 2 that exceed the capacity of 6 <p>All 6 children at one time can be school aged</p>
Category B	6 children at any one time plus 4 school aged children plus 2 part time children TOTAL 12	Only 2 part time children at one time for up to 180 hours per month	No more than 4 children may be under the age of 24 months at any one time Of those 4, only 3 children may be under 18 months	No more than 4 children may be under the age of 24 months at any one time Of those 4, only 3 children may be under 18 months
Category C1	8 children at any one time TOTAL 8	May never exceed 8 children	No more than 4 children may be under the age of 24 months at any one time Of those 4, only 3 children may be under 18 months	<ul style="list-style-type: none"> Can use an assistant but does not increase the number for maximum capacity The total number of children authorized for the child development home shall be limited by the amount of space available per child which is 35 square feet of floor space per child. This number may be less than the maximum capacity.

Category	Maximum Capacity	Number Restrictions	Age Restrictions	FAQ
Category C2	12 children at any one time plus 2 school age children for less than 2 hours plus 2 part time TOTAL 16	The 2 school aged children may not be present for more than 2 hours at a time Only 2 part time children at one time for up to 180 hours per month	No more than 4 children may be under the age of 24 months at any one time If those 4 children are age 18 months or under, both providers must be present	<ul style="list-style-type: none"> • Can use 180 part time hours per month to exceed their maximum preschool or school age capacity. Must document the use of part time hours. • The total number of children authorized for the child development home shall be limited by the amount of space available per child which is 35 square feet of floor space per child. This number may be less than the maximum capacity. • If more than 8 children are present, both providers shall be present.
In-Home	N/A	N/A	N/A	<ul style="list-style-type: none"> • This is not care provided in the child care provider's home but provided within the child's own home • If receiving CCA assistance, there must be a minimum of 3 eligible children • Shall only be children within the same family
Child Care Home	TOTAL 5	N/A	N/A	<ul style="list-style-type: none"> • No more than 5 children may be present • Child Care Homes are not registered but may receive CCA funding

These numbers include the provider's infant and preschool children.

Category B and C providers may use up to 180 part-time hours per month.

For all categories, your own children who have not entered kindergarten are counted in the totals. Exception: If any of your children are being home-schooled, they must be counted in the basic number of children, up to the age of 13. Although they are not preschoolers, they are present and require your attention during the day.

Note that children must be attending kindergarten or a higher grade level to be counted as school-aged children. The summer before a child enters kindergarten, the child is still counted a preschooler. However, the child is counted as school-aged from the first day of kindergarten on, including days school is not in session and summer vacation.

If you are licensed to provide **foster family care**, any children receiving foster care from you must be counted as if they are your own children. Also, if you are a licensed foster care home, it is mandatory that you be registered if you want to provide child care in your home, regardless of the number of children you wish to care for.

Transition Exception

If you were a currently registered child care provider who applied for child development home registration after December 1, 2002, **and you were** providing child care to more school-aged children than are allowed as a child development home provider, but were in compliance with previous standards, you may continue to provide care for those specific school-aged children. When you no longer provide care to those specific children, the exception no longer applies.

Part Time Hours

Child Development Home B and C providers are allowed to use part time hours.

It is necessary to use part-time hours only if the number of children in care exceeds the allowable capacity. You may have up to two additional preschool or school-age children in care who are using part-time hours. You can NEVER exceed the maximum number of children under 24 months of age in care. You may use a maximum of 180 hours of part time care per month, and must show proof of the number of part-time hours used.

1. You are a Category B provider caring for: one 6-month-old, one 12-month-old, two 19-month-olds, and two 3-year-olds on a full-time basis. A parent asks you to care for a 20-month-old child ten hours per week. You cannot do this, because you are already caring for the maximum number of children under 24 months.
2. You are a Category B provider caring for: one 6-month-old 20 hours per week, one 6-month-old 10 hours per week, one 9-month-old full-time, and one 22-month-old full time. A parent asks you to care for a 20-month-old child ten hours per week. You can do this, as long as you never have more than four of these children in your care at the same time.

3. You are a Category C provider caring for: 12 children aged 2 to 4 years. A parent asks you to care for a 3-year-old 25 hours per week. You can do this, but must count these hours in your part time allotment, because the presence of the 13th child puts you over the allowable number of children in care.
4. You are a Category B provider caring for: two 3-month-olds full time, one 4-year-old full time, and one 3-year-old full time. A parent asks you to care for a 3-year-old child 15 hours per week. You can do this and do not need to count these as part time hours, because you are within the allowable number of children in care.

Emergency School Closing Exceptions

Additional school-age children may be cared for, over registration capacities, **only** when school is canceled due to an emergency, for example, inclement weather or physical plant failure. For specific number of children allowed in care, refer to “number of children allowed in care” chart. This exception does **not** apply for in-service days, vacations, conferences, etc. Both of the following conditions must be met:

- ◆ Each parent or guardian of children normally in attendance gives written prior approval to have the extra school-agers in care if there is an emergency school closing.
- ◆ Each extra school-aged child either:
 - Is normally enrolled in your home for periods less than two hours, **or**
 - Would be unattended if not in your home, **or**
 - Is a brother or sister of a child your home regularly cares for.

Exception to Total Numbers

A child development home may be registered if the provider is qualified, even though the amount of space required to be available for maximum number of children authorized for that category exceeds the actual amount of space available in that home.

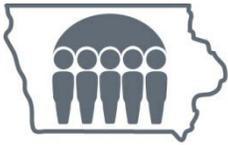
The total number of children authorized for the child development home at that level of registration is limited by the amount of space available per child. The basic number of children permitted for each age group may not be exceeded.

Mrs. M requests registration as a Category C provider. She meets all of the provider and training requirements. However, the area in her home that she will use for child care totals 300 square feet. She may register as a Category C provider, but will be authorized to care for only eight children (300 square feet divided by 35 square feet required per child).

Additional Recommendations to Consider

The minimum requirements are basic in providing quality child care in child development homes. The following recommendations are not requirements, but they are suggestions for improving the quality of child care programs and for improving the child care home administration.

- ◆ Give orientation to new staff assistants and substitutes. Include not only their child caring responsibilities, but also information on your own methods of child care, the special needs of particular children, and plans for emergencies such as fire, injuries, a sick child, etc.
- ◆ Educate all staff about recognizing and reporting child abuse, and about their own vulnerability, as caretakers, to becoming the alleged perpetrator in a child abuse case.
- ◆ Use training or educational opportunities to increase your child care skills, especially in the areas of first-aid principles, child development, and program activities.
- ◆ Discuss liability and medical insurance with your insurance agent. Insurance is a safeguard for all concerned with child care.
- ◆ Use a parent/provider agreement form or contract with parents. It promotes mutual understanding and provides protection.
- ◆ Provide parents with a copy of your policies.
- ◆ Discuss possible consultation and referral with parents who have children with special needs.
- ◆ Install working carbon monoxide detectors in the child development home.
- ◆ Provide for napping in areas separate from other ongoing activities for all children not yet attending school.
- ◆ Limit TV viewing and use only in balance with other suitable enriching and active experiences.



Instructions for Application for Child Development Home Registration

Iowa's child development homes are divided into three categories. The category that you qualify for is determined by your age, experience in child care, and child care education. Please determine which category you wish to apply for, then go through that column and check the boxes that apply to you. **All boxes in the column must be checked for you to qualify for that category.** All child development homes must be located in a single-family residence that is owned, rented, or leased by at least one of the persons who is named on the child development home's certificate of registration. Single-family residence includes: an apartment, condo, townhouse, or other individual unit within a multiple unit residential dwelling, but does not include a commercial or industrial building that is primarily used for purposes other than a residence.

Child Development Home Category A	Child Development Home Category B	Child Development Home Category C
<input type="checkbox"/> at least 18 years old	<input type="checkbox"/> at least 20 years old	<input type="checkbox"/> at least 21 years old
<input type="checkbox"/> * 3 letters of reference (no relatives) *	<input type="checkbox"/> * High school diploma or GED *	<input type="checkbox"/> * High school diploma or GED *
	<input type="checkbox"/> * 2 years of experience as child care home provider OR CDA or 2 or 4 year degree in child care related field and 1 year of experience as a child care home provider *	<input type="checkbox"/> * 5 years experience as a child care home provider OR CDA or 2 or 4 year degree in a child care related field and 4 years of experience as a child care home provider *
	<input type="checkbox"/> 35 square feet per child indoors	<input type="checkbox"/> 35 square feet per child indoors
	<input type="checkbox"/> 50 square feet per child outdoors	<input type="checkbox"/> 50 square feet per child outdoors
	<input type="checkbox"/> quiet area for sick children	<input type="checkbox"/> quiet area for sick children
<input type="checkbox"/> fire extinguisher	<input type="checkbox"/> fire extinguisher	<input type="checkbox"/> fire extinguisher
<input type="checkbox"/> smoke detectors in each child occupied room	<input type="checkbox"/> smoke detectors in each child occupied room	<input type="checkbox"/> smoke detectors in each child occupied room
	<input type="checkbox"/> two direct exits on floor where child care is given	<input type="checkbox"/> two direct exits on floor where child care is given
		<input type="checkbox"/> one provider <input type="checkbox"/> two providers Note: If two providers <u>with differing qualifications</u> , the provider with Category C qualifications must be present at all times if the second provider only meets the qualifications of Category B.

* Documentation must be attached for the following items:

High school diploma/GED:

- ◆ Either a copy of your high school diploma or GED or a letter from the school verifying that you received the diploma/GED.

Experience as a child care home provider (attach at least one of the following):

- ◆ Iowa Child Care Home registration provider number _____.
- ◆ Tax returns listing your employment as child care provider.
- ◆ Insurance policy listing your employment as child care provider.

CDA or 2 or 4 year degree:

- ◆ Copy of CDA or college diploma or letter from the school verifying you received the CDA/diploma.

Three letters of reference:

- ◆ No relatives. Letters must attest to your character and ability to provide good quality child care.

For providers operating in a child development home built before 1960:

You must conduct a visual assessment of the child development home for lead hazards that exist in the form of peeling or chipping paint. If hazards are identified, apply interim controls on any chipping or peeling paint found, using lead-safe work methods in accordance with and as defined by department of public health rules at 641—Chapters 69 and 70, unless a certified inspector as defined in 641—Chapter 70 determines that the paint is not lead based paint.

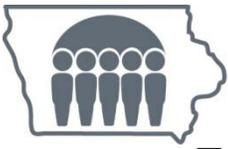
- ◆ Attach a completed and signed form 470-4755 or 470-4755(S), Lead Assessment and Control, to your application, as verification of the visual assessment and completion of interim controls. Be sure to include completed “Interim Control Table” as part of form 470-4755 or 470-4755(S).
- ◆ This must be done for all initial applications submitted on or after December 1, 2009.
- ◆ Providers that have a valid registration on November 1, 2009, shall assess and control lead hazards and document this on form 470-4755 or 470-4755(S) by June 30, 2010, for submission with the next renewal application.
- ◆ Attach new form 470-4755 or 470-4755(S) (to include new “Interim Control Table”) with every application (initial and each renewal).
- ◆ If a certified lead inspector has determined that the paint is not lead-based, attach verification documentation to completed and signed form 470-4755 or 470-4755(S) (including “Interim Control Table”).
- ◆ A link to the Iowa Department of Public Health publication. “Lead Poisoning, How to Protect Families” is found at: http://www.idph.state.ia.us/eh/common/pdf/lead/protect_iowa_families.pdf and http://www.idph.state.ia.us/eh/common/pdf/lead_poisoning_prevention/como_proteger_a_las_familias.pdf

Specific Instructions for Completing the Application Form

1. At the top of the application form there are three different squares.
 - ◆ If this is a new application, put an X in the “new” square.
 - ◆ If you are renewing your application, put an X in the “renewal” square.
 - ◆ If you have a change of address, a change of name, a change in your household members or change in category after you have received a *Certificate of Registration*, put an X in the “change” square.
2. Check **one** category for which you are requesting registration.
3. Print your name (and names that you have used, if any) and address on the lines indicated. Your name and address will appear on the *Certificate of Registration* as you have entered it on the application form.
4. Enter your birth date, last four digits of your social security number, telephone number with area code, and the name of your county on the lines indicated on the application form.
5. Add the names of every adult and child living in the home, with birth dates and last four digits of their social security numbers. If more space is needed, use a separate sheet of paper and attach it to the application.
6. Read the six statements on page 1 carefully. Your signature on this application form is your agreement to comply with all requirements.
7. To complete the application, you must sign on the line indicated for your signature, and enter the date of your application. The *Certificate of Registration* will be effective the first day of the month in which the application was received at the local DHS office. The *Certificate of Registration* will show an expiration date 24 months after the effective date.
8. Keep a copy of the application for your records.
 - ◆ Mail the original to your county DHS office.
 - ◆ Applications submitted electronically via KinderTrack do not have to be mailed into the local office.
 - ◆ Applications are to be returned to DHS not CCRR as they do not process the applications.

The Department of Human Services will review your completed application and complete the criminal records check and Child Abuse Registry check. If all information is acceptable, a *Certificate of Registration* will be mailed to you. The DHS local office will see that your name is entered on the statewide listing of registered child development homes, unless you have requested in writing that your home not be listed. The local office maintains a file of registered child development homes as a service to the community.

Registrations are valid for two years. You must reapply for a renewal of your registration. The DHS registration worker will send you a renewal packet before your date of expiration.



Application for Child Development Home Registration

Check one: New Renewal Change

I request registration for (check one):

- Child Development Home Category A
 Child Development Home Category B
 Child Development Home Category C (1 provider—capacity 8)
 Child Development Home Category C (2 providers—capacity 16)

Last	First	Middle	Birth date
Maiden name or any other name used			Last four digits of SS #
Home address (city, state, zip code)			Telephone number ()
Mailing address, if different from home (city, state, zip code)			County
Name of child care business		Address & phone # where you will be doing business, if different from home	
Email address		Other states you have resided	
Days and hours of your child care business		Languages you speak	Will you transport children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Assistant/substitute name (indicate whether substitute or assistant or both)			Birth date
Address		Telephone number	Other states they may have resided

Add below the names of other adults and children in the home where you will be doing care. If more space is needed, please use a separate sheet of paper and attach it to the application.

Print full name	Any other state they may have resided in	Birth date	Attending school? Y/N	Last four digits of social security number	Relationship to you

- I will comply with the minimum requirements for a child development home found in 441 Iowa Administrative Code, Chapter 110 in accordance with Iowa Code section 237A.4.
- I understand the Department of Human Services will make necessary inspections of the facility in order to determine our conformity to these minimum requirements.
- I certify that any information I give is and will be true and correct to the best of my knowledge. Further, I am aware that if I make a false report to the Department of Human Services regarding the operation of my child development home, the *Certificate of Registration* may be revoked and state payments may be recouped.
- I understand that, subject to the provisions of Iowa Code section 237A, the Central Abuse Registry and the Department of Public Safety will check on all members of my household for all new applications and may recheck for re-applications.
- I will inform the Department of Human Services of any changes that may affect my child care registration eligibility within 10 days.
- I agree to disclose all criminal convictions and founded child abuse that I, or anyone else residing or working in this household, have received in this state or in any other state.

Signature of applicant	Date
Signature of co-applicant (for Child Development Home Category C, if applicable)	Date

You Have the Right to Appeal

What is an appeal?

An **appeal** is asking for a hearing because you do not like a decision the Department of Human Services (DHS) makes. You have the right to file an appeal if you disagree with a decision. You do not have to pay to file an appeal. [441 Iowa Administrative Code Chapter 7].

How do I appeal?

Filing an appeal is easy. You must appeal in writing by doing **one** of the following:

- Complete an appeal electronically at <https://dhssecure.dhs.state.ia.us/forms/>, **or**
- Write a letter telling us why you think a decision is wrong, **or**
- Fill out an Appeal and Request for Hearing form. You can get this form at your county DHS office.

Send or take your appeal to the Department of Human Services, Appeals Section, 5th Floor, 1305 E Walnut Street, Des Moines, Iowa 50319-0114. If you need help filing an appeal, ask your county DHS office.

How long do I have to appeal?

You must file an appeal:

- Within 30 calendar days of the date of a decision or
- Before the date a decision goes into effect

If you file an appeal more than 30 but less than 90 calendar days from the date of a decision, you must tell us why your appeal is late. If you have a good reason for filing your appeal late, we will decide if you can get a hearing.

If you file an appeal 90 days after the date of a decision, we cannot give you a hearing.

Can I continue to get benefits when my appeal is pending?

You may keep your benefits until an appeal is final or through the end of your certification period if you file an appeal:

- Within 10 calendar days of the date of a decision or
- Before the date a decision goes into effect

Any benefits you get while your appeal is being decided may have to be paid back if the Department's action is correct.

How will I know if I get a hearing?

You will get a hearing notice that tells you the date and time a telephone hearing is scheduled. You will get a letter telling you if you do not get a hearing. This letter will tell you why you did not get a hearing. It will also explain what you can do if you disagree with the decision to not give you a hearing.

Can I have someone else help me in the hearing?

You or someone else, such as a friend or relative can tell why you disagree with the Department's decision. You may also have a lawyer help you, but the Department will not pay for one. Your county DHS office can give you information about legal services. The cost of legal services will be based on your income. You may also call Iowa Legal Aid at 1-800-532-1275. If you live in Polk County, call 243-1193.

Policy Regarding Discrimination, Harassment, Affirmative Action and Equal Employment Opportunity

It is the policy of the Iowa Department of Human Services (DHS) to provide equal treatment in employment and provision of services to applicants, employees and clients without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, political belief or veteran status.

If you feel DHS has discriminated against or harassed you, please send a letter detailing your complaint to: Iowa Department of Human Services, Office of Human Resources, Hoover Building – 1st Floor, 1305 E. Walnut, Des Moines IA 50319-0114; fax (515) 281-4243, or via e-mail stopit@dhs.state.ia.us