



# Iowa Department of Human Services

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## GENERAL LETTER NO. 12-F-AP-36

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

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, the following:

Comm. 143 *Child Development Home Registration Guidelines*, Title page, revised; Contents (page ii), revised; pages 3, 4, 8, 9, 11, 19, 20, and 23 through 28, revised; and form 470-0625, *Checklist for Child Development Home Registration*, revised

### Summary

Chapter 12-F-Appendix is revised to:

- ◆ Update information regarding the criminal record check requirements.
- ◆ Update compliance requirements on health and safety requirements.
- ◆ Update compliance requirements for swimming pool requirements.
- ◆ Update compliance requirements for assistant and substitute files.
- ◆ Update provider requirements.
- ◆ Update information regarding the allowable number of children in care.
- ◆ Update the sample of form 470-0625, Checklist for Child Development Home Registration, in Comm. 143, *Child Development Home Registration Guidelines*.

### 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### Material Superseded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>
<b>Comm. 143</b>	
Title page	2/15
Contents (page ii)	2/15
3, 4, 8, 9, 11, 19, 20, 23-28	2/15
470-0625 (14 pages)	6/09

**Additional Information**

Use up existing supplies of Comm. 143, *Child Development Home Registration Guidelines*, dated 2/15, before reordering supplies from Anamosa in the usual manner.

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



Iowa Department of Human Services

Comm. 143 (Rev. 7/15)

# **Child Development Home Registration Guidelines**

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## Registration Procedures

### Application for Registration

Apply for registration on form 470-3384, *Application for Child Development Home Registration*. This form is provided by the Department's local office or the local child care resource and referral agency. The form is also available through the web-based KinderTrack System and may be completed and submitted electronically.

Also use this form to inform the Department of any changes in circumstances that would affect the home's registration. If your household composition changes, you must notify DHS.

**COMMENT:** There may be only one registration per address. If you are registered at an address other than your home address, you are still responsible for maintaining all health and safety requirements at the home where you are registered and providing child care. As the registered provider, you must be present at all times, except for times when a DHS-approved substitute is authorized to provide care.

### Record Checks

For the protection of children, Iowa Code Chapter 237A requires that to be registered, child care providers and others in the home must submit to checks for criminal or child abuse history. The Department submits record checks for:

- ◆ 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 purpose of the record checks is to determine whether the person has any founded child abuse reports, criminal convictions, or is on the sex offender registry. Record checks are repeated every 24 months.

### Criminal Records Check

Criminal records checks must be completed before a home can become registered as a child development home. Under Iowa law, form 470-5143, *Record Check Authorization*, 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 470-5143, *Record Check Authorization*.

### **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.

## 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 may 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, disposable tweezers, and disposable plastic gloves. A first aid kit must be available in any vehicle you use to transport children. The first aid kit shall be stored in an area inaccessible to 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.
- ◆ Any medication administered to a child shall be recorded. The record shall indicate the name of the medication, the date and time of administration, and the amount given.

**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 tamper-resistant outlets or 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 a minimum of three feet 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.

- ◆ 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 a non-climbable fence that has a minimum height of four feet.
  - 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 specification intended to reduce the risk of drowning by inhibiting access to the water by children under five years of age.
- ◆ 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](http://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.

- ◆ 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.
- ◆ Documentation of record check completion on all household members aged 14 and older.

### **Assistant Files**

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

- ◆ A completed *Record Check Authorization*, form 470-5143.
- ◆ 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 *Record Check Authorization*, form 470-5143.
- ◆ 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.

## **Provider Requirements**

A Child Development Home B provider must:

- ◆ Be at least 20 years old.
- ◆ Have a high school diploma or GED or documentation of current or previous enrollment in credit-based coursework from a post-secondary educational institution that is an accredited college or university.
- ◆ 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 eight 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 or documentation of current or previous enrollment in credit-based coursework from a post-secondary educational institution that is an accredited college or university.
- ◆ 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.

No more than two named providers are allowed on a registration certificate for a Category C Child Development Home.

**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.

**Comparison of Requirements by Category**

The following chart summarizes the facility, provider, and training requirements for each category of home.

**Child Development Homes: Facility, Provider, and Training Requirements**

	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>
Facility	Fire extinguisher Smoke detectors	35 square feet per child indoors 50 square feet per child outdoors Quiet area for sick children Fire safety: ◆ Fire extinguisher ◆ Smoke detectors ◆ Two direct exits	35 square feet per child indoors 50 square feet per child outdoors Quiet area for sick children Fire safety: ◆ Fire extinguisher ◆ Smoke detectors ◆ Two direct exits

	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>
Provider	18 years old Reference letters	20 years old High school diploma or GED Either: <ul style="list-style-type: none"> <li>◆ Two years experience working directly with children in child care</li> <li>◆ CDA or two- or four-year degree in child care related field AND one year of experience working directly with children in child care</li> </ul>	One provider who meets these qualifications must always be present: <ul style="list-style-type: none"> <li>◆ 21 years old</li> <li>◆ High school diploma or GED</li> </ul> Either: <ul style="list-style-type: none"> <li>◆ Five years experience working directly with children in child care</li> <li>◆ CDA or two- or four-year child care related degree AND four years experience working directly with children in child care</li> </ul> The co-provider shall meet the qualifications of a Category B provider
Training	First 3 months: <ul style="list-style-type: none"> <li>◆ Mandatory reporter training</li> <li>◆ First aid</li> </ul> First year of registration 12 hours training, 2 hours must be health and safety Second year and following 12 hours of training		

### **Determining Allowable Number of Children in Care**

Infants and preschool children of the provider ARE counted in the total number of children.

School-aged children of the provider are NOT counted in the total number of children (unless they are staying home, e.g., for home-schooling).

The summer before a child enters kindergarten, the child is still counted as a preschooler. A child is counted as school-aged from the first day of kindergarten on, including days school is not in session and summer vacation.

Children are counted in the child care capacity up to the age of 13, unless they are considered to have special needs. Special needs children may be counted in the child care capacity up to the age of 19.

When providers are home-schooling their own school-age children, these children ARE included in the total number of children. If a child is school-age, but is staying home, that child counts in the provider's child care capacity.

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**

<b>Category</b>	<b>Maximum Capacity</b>	<b>Number Restrictions</b>	<b>Age Restrictions</b>	<b>FAQ</b>
Category A	6 children at any one time plus 2 school age children present for less than two hours at a time  <b>TOTAL 8</b>	The 2 school aged children may not be present for more than 2 hours at a time	No more than 4 children may be 24 months of age or younger at any one time  Of those 4, only 3 children may be 18 months or age or younger	<ul style="list-style-type: none"> <li>◆ An assistant does not increase the number for maximum capacity</li> <li>◆ Can have multiple sets of school aged children if present at separate times for the 2 that exceed the capacity of 6</li> </ul> <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  <b>TOTAL 12</b>	Only 2 part time children at one time for up to 180 hours per month	No more than 4 children may be 24 months of age or younger at any one time  Of those 4, only 3 children may be 18 months of age or younger	<ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ Must have an assistant if caring for more than 8 children for more than 2 hours at a time.</li> <li>◆ 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.</li> </ul>
Category C1	8 children at any one time  <b>TOTAL 8</b>	May never exceed 8 children	No more than 4 children may be 24 months of age or younger at any one time  Of those 4, only 3 children may be 18 months of age or younger	<ul style="list-style-type: none"> <li>◆ Can use an assistant but does not increase the number for maximum capacity</li> <li>◆ 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.</li> </ul>

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  <b>TOTAL 16</b>	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 24 months of age or younger 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"> <li>◆ 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.</li> <li>◆ 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.</li> <li>◆ If more than 8 children are present, both providers shall be present.</li> </ul>
In-Home	N/A	N/A	N/A	<ul style="list-style-type: none"> <li>◆ This is not care provided in the child care provider's home but provided within the child's own home</li> <li>◆ If receiving CCA assistance, there must be a minimum of 3 eligible children</li> <li>◆ Shall only be children within the same family</li> </ul>
Child Care Home	<b>TOTAL 5</b>	N/A	N/A	<ul style="list-style-type: none"> <li>◆ No more than 5 children may be present</li> <li>◆ Child Care Homes are not registered but may receive CCA funding</li> </ul>

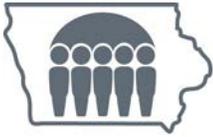
These numbers include the provider's infant and preschool children.

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.



## Checklist for Child Development Home Registration

Name	Telephone Number	Date of Inspection	
Street Address	City	State	Zip Code

Date of initial registration \_\_\_\_\_ Date of registration at current category \_\_\_\_\_

The following are requirements contained in Code of Iowa, Chapter 237A or 441 Iowa Administrative Code Chapter 110 that must be met by a registered child development home. For each requirement, check the “yes” box if the home meets the requirements, or the “no” box if the home does not meet the requirement. If the answer is no, complete the comment column with a few words describing where the deficiency was found, how many ‘items’ were missing (such as children’s files, immunization cards, etc.) or what the problem was. If a requirement does not apply to this particular home, enter NA for ‘not applicable’ in the “yes” box.

### SECTION 1.

YES	NO	REF. #	RULE	COMMENT
			<b>For all categories, a provider’s own infants and preschoolers are counted. A provider’s own school-age children are not counted. A relative’s children are counted, regardless of age.</b>	
For child development homes Category A complete Sections 1 and 2. For child development homes Category B complete Sections 1 and 3. For child development homes Category C complete Sections 1 and 4.				
		110.4	No more children are in care than the number authorized on the registration certificate.	
		110.5(1)	Conditions in the home are safe, sanitary, and free of hazards.	
		a	Has a non-pay working telephone. A cell phone can be the primary phone.	
			Numbers for police, fire, ambulance, poison information are posted by the phone.	
			Numbers for each child’s parent, physician, and a responsible person are accessible by the phone and are updated as changes occur.	
			Travel vehicles have a copy of emergency parent contact information.	

YES	NO	REF. #	RULE	COMMENT
		b	All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.	
		c	First-aid supplies are available and easily accessible in the home, outdoor play area, in any vehicle used to transport children, and on field trips.	
			The first-aid kit shall, at a minimum, include adhesive bandages, antiseptic cleaning materials, disposable tweezers, and disposable plastic gloves.	
		d	Medicines are given only with written authorization from the doctor or parent.	
			Prescribed medicines are accompanied by a doctor's or a pharmacist's direction.	
			All medicines are in original containers with directions intact and labeled with the child's name.	
			Medicines are stored properly including refrigeration in a separate covered container.	
			Medicines are inaccessible to children.	
			Any medication provided to a child shall be recorded indicating the name of the medication, date, time, and amount given.	
		e	Electrical wiring shall be maintained.	
			All accessible electrical outlets are safely capped or are tamper-resistant electrical outlets.	
			All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.	
		f	Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters by a minimum of three feet.	
		g	Safety barriers are at stairways and doors as needed.	
		h	A safe outdoor play area is maintained in good condition throughout the year.	

YES	NO	REF. #	RULE	COMMENT
			Is fenced off when located on a busy thoroughfare or near a hazard.	
			Has both sunshine and shade areas.	
			Is kept free from litter, rubbish, and flammable materials.	
			Is free from contamination by drainage or ponding of sewage, household waste, or storm water.	
		i	An annual laboratory analysis shows satisfactory bacteriological quality <u>if</u> a private water supply is used. Nitrate analysis when children under 2.	
			<u>If</u> water is determined unsuitable for drinking, commercially bottled water or water treated and approved by the health department is provided.	
		j	Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.	
			The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.	
		k	Fire and tornado drills are practiced monthly and documentation kept.	
		l	A safety barrier surrounds any heating stove or heating element, in order to prevent burns.	
		m	Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on <b>each</b> child-occupied floor.	
		n	Has 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 has been installed according to manufacturer's recommendations.	
			Each smoke detector is tested monthly, and a record is kept for inspection purposes.	

YES	NO	REF. #	RULE	COMMENT
			o Smoking and use of tobacco products 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.	
			Nonsmoking signs are posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone number for reporting complaints, and <a href="http://www.iowasmokefreeair.gov">www.iowasmokefreeair.gov</a> .	
			p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.	
			q Providers inform parents of the presence of any pet in the child development home.	
			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.  Form 470-5153, <i>Veterinary Health Certificate</i> , is on file.	
			Pet birds are purchased from an approved dealer. Examined by a veterinarian to verify free of infectious diseases. Children are not allowed to handle pet birds.	
			Aquariums are well maintained and installed so that children cannot get in the water or pull over the tank.	
			All animal waste is immediately removed from the children's areas and properly disposed of.	
			No animals are allowed in food preparation, storage or serving areas during food preparation and serving times.	
			Children shall not perform any feeding or care of pets or cleanup of pet waste.	
			r <u>If not fenced</u> , both in and above-ground pools must have a cover that meets or exceeds ASTM standards when not in use.	
			Fence for in-ground pool is flush with ground and at least four feet high.	

YES	NO	REF. #	RULE	COMMENT
			Fence for above-ground pool is four feet high and non-climbable.	
			Wading pools are drained daily and are inaccessible to children when not in use.	
		s	If children use above-ground or in-ground swimming pools:	
			Written permission from the parents is on file.	
			Equipment needed to rescue a child or adult is accessible.	
			The provider accompanies and provides constant supervision while the children use the pool.	
			The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.	
		t	Within 12 months of registration or renewal of registration, private sewer or waste water has been tested for efficient functioning and improper leakage.	
		u	The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.	
		v	The provider has written policies about responding to health-related emergencies.	
		w	Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file.	
		x	For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls on any chipping and peeling paint, using DPH lead-safe work methods. Form 470-4755, <i>Lead Assessment and Control</i> , is submitted with each initial and renewal application.	

YES	NO	REF. #	RULE	COMMENT
		y	The child development home shall 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.	
		110.5(2)	A provider file is maintained and contains:	
		a	A physical exam report documented on form 470-5152, <i>Child Care Provider Physical Exam Report</i> , for all household members. Physical exams should be repeated every three years.	
		b(1)	Certificates or training verification documentation for:	
			Within the first three months of registration:	
			Two hours of approved child abuse and neglect mandatory reporter training (and every five years thereafter).	
			Certification by an approved trainer/ organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout the period of registration.  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.	
			During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.	
			During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.	

YES	NO	REF. #	RULE	COMMENT
		b(2)	Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with child care.	
		c	An individual file is maintained for each staff assistant:	
			Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with child care.	
			Physical exam report documented on form 470-5152, <i>Child Care Provider Physical Exam Report</i> , which is repeated at least every three years.	
			Certification of two hours of approved training relating to identification and reporting of child abuse within six months of employment and repeated every five years.	
		d	An individual file is maintained for each substitute and contains:	
			Documentation from the Department confirming record checks have been completed and authorizing or limiting the person's involvement with child care.	
			Physical exam report documented on form 470-5152, <i>Child Care Provider Physical Exam Report</i> , which is repeated at least every three years.	
			Certification of two hours of approved training relating to identification and reporting of child abuse within six months of employment and repeated every five years.	
			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(3)	Activity program.	
			There is an activity program and it promotes self-esteem and exploration.	

YES	NO	REF. #	RULE	COMMENT
		a	Includes active play.	
		b	Includes quiet play.	
		c	Includes activities for large muscle development, such as running, climbing, riding toys, etc.	
		d	Includes activities for small muscle development, such as coloring, puzzles, fingerplays, play dough, etc.	
		e	All play equipment and materials are in a safe condition, for both indoor and outdoor activities.	
			All activities are developmentally appropriate for the ages of the children present.	
			All equipment and materials are adequate for the number of children present.	
		110.5(4)	The certificate of registration is displayed in a conspicuous place.	
		110.5(5)	Parents are afforded unlimited access to their children and to the providers caring for the children whenever their children are present, unless parental contact is prohibited.	
		110.5(6)	Discipline.	
		a	Corporal punishment including spanking, shaking, and slapping is not used.	
		b	No punishment is used which is humiliating or frightening, or causes pain or discomfort to the child.	
		c	No punishment is administered because of a child's illness, or progress or lack of progress in toilet training.	
			No punishment or threat of punishment is associated with food or rest.	
		d	No child is subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.	
		e	Discipline is designed to help the child develop self-control, self-esteem, and respect for the rights of others.	

YES	NO	REF. #	RULE	COMMENT
		110.5(7)	Meals: Regular meals, midmorning snacks and mid-afternoon snacks are well-balanced, nourishing, and appropriate amounts as defined by the USDA Child and Adult Care Food Program.	
			Children may bring food to the child care home, but are not required to provide their own food.	
		110.5(8)	Children's files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains:	
		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.	
		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, telephone number, telephone number, and relationship to the child of another adult available in case of emergency.	
		c	A signed medical consent from the parent authorizing emergency treatment.	
		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.	
			For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.	
		e	For infants and preschoolers: A statement of health signed by a physician submitted annually.	
			For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.	

YES	NO	REF. #	RULE	COMMENT
			h For each school-age child, record of a physical exam completed at the time of school enrollment or since.	
			g A signed and dated immunization certificate provided by the state department of public health.	
			f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.	
			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.	
			j Injury report forms to document injuries requiring first aid or medical care.	
		110.5(9)	The provider meets the following requirements:	
			a Gives careful supervision at all times.	
			b Frequently exchanges information with the parent of each child to enhance the quality of care.	
			c Gives consistent, dependable care.	
			Is capable of handling emergencies.	
			d Is present at all times, except if emergencies occur or an absence is planned.	
			If absence is planned, care is provided by a DHS-approved substitute.	
			If absence is planned, the parents are given at least 24 hours prior notice.	
		110.5(10)	Substitutes. The provider shall assume responsibility for providing adequate and appropriate supervision at all times when children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision shall be with the provider.	
			a All standards regarding supervision and care of children apply to substitutes.	

YES	NO	REF. #	RULE	COMMENT
		b	Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.	
		c	The substitute must be 18 years of age or older.	
		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. These limitations do not apply when the provider is engaged in jury duty or official duties related to the provider's membership on a state board, committee, or policy-related body.	
		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.	

## SECTION 2.

YES	NO	REF. #	RULE	COMMENT
		<b>110.8(1)</b>	<b>SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A"</b>	
		a	Not more than six preschool children present at any one time including infants.	
		b	Of these 6 children, not more than 4 children who are 24 months of age or younger are present at any one time.	
			Of the 4 children 24 months of age or younger, no more than 3 may be 18 months of age or younger.	
		c	Not more than two additional school-age children for less than two hours at any one time.	
		d	Not more than eight children present when the emergency school closing exception is in effect.	

**SECTION 3.**

YES	NO	REF. #	RULE	COMMENT
		<b>110.9(1)</b>	<b>SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"</b>	
		a	Not more than six preschool children present at any one time including infants.	
		b	Of these 6 children, not more than 4 children who are 24 months of age or younger are present at any one time.	
			Of the 4 children 24 months of age or younger, no more than 3 may be 18 months of age or younger.	
		c	Not more than four additional school-age children.	
		d	Not more than two children who are receiving care on a part-time basis at any one time. Part-time hours are limited to less than 180 hours per month.	
		e	Not more than 12 children present when the emergency school closing exception is in effect.	
		f	When more than 8 children are present for more than 2 hours, a DHS-approved assistant at least 14 years old is present.	
		<b>110.9(3)</b>	<b>Facility requirements.</b>	
		a	There is a minimum of 35 square feet of child use floor space indoors for each child in care.	
			There is a minimum of 50 square feet outdoors per child in care.	
		b	There is a separate quiet area for sick children.	
		c	Minimum of two direct exits to the outside from the main floor	
			All exits terminate at grade level with permanent steps.	
			If the second story or basement is used for child care, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.	

YES	NO	REF. #	RULE	COMMENT
			If a basement window is used as an exit, the window is able to be opened from the inside without the use of tools.	
			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.	
			The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.	
			Child care is not provided above the second floor.	

#### SECTION 4.

YES	NO	REF. #	RULE	COMMENT
		<b>110.10(1)</b>	<b>SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"</b>	
		a	When both providers are present, not more than 12 preschool children are present at any one time, including infants.	
		b	When both approved providers are present, not more than 4 children 18 months of age or younger are present and no more than 4 of the 12 children are 24 months of age or younger.	
		c	When both approved providers are present, not more than two additional school-age children are present for less than two hours at any one time.	
		d	When both approved providers are present, not more than two additional children who are receiving care on a part-time basis are present. Part-time hours are limited to less than 180 hours per month.	
		e	When there are two approved providers, not more than 16 children are present when the emergency school closing exception is in effect.	
			When there are two approved providers, if more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a DHS-approved assistant who is at least 18 years of age.	

YES	NO	REF. #	RULE	COMMENT
		f	If only one approved provider is present, not more than eight children are present.	
			If only one approved provider is present, not more than 4 of the 8 children may be 24 months of age or younger and of these 4 children, no more than 3 are 18 months of age or younger.	
		110.10(3)	Facility requirements:	
		a	There is a minimum of 35 square feet of child use floor space indoors for each child in care.	
			There is a minimum of 50 square feet outdoors for each child in care.	
		b	There is a separate quiet area for sick children.	
		c	Has a minimum of two direct exits to the outside from the main floor.	
			All exits terminate at grade level with permanent steps.	
			If the second story or basement is used for child care, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.	
			If a basement window is used as an exit, the window is able to be opened from the inside without the use of tools.	
			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.	
			The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.	
			Child care is not provided above the second floor.	

Signature of person completing form	Agency	Date
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Signature of provider	Co-Provider (Child Development Home C only)	Date
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