



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 19, 2014

Melissa Stouffer
428 Collins
Jewell, IA 50130

Dear Child Care Provider,

This letter is in regards to the 11-17-2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. (cluttered: 2nd exit completely blocked-needs to be cleaned out ASAP)
- 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone. (not posted)
- 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.
- 110.5(1)e All accessible electrical outlets are safely capped. (everything blocked/couldn't see)
- 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters. (needs to move totes)
- 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year. (unable to observe due to snow coverage on the ground)
- 110.5(1) Is free from contamination by drainage or ponding of sewage, household waste, or storm water. (unable to observe due to snow coverage on the ground)
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (Didn't have-will find)
- 110.5(1)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. (dining room)
- 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. (fallen down/can't find)

110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. (1 dog, 2 cats)

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

110.5(2) A provider file is maintained and contains:

110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) (can't find)

110.5(8) Children's Files

110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains: (S.H.)

110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. (S.H.)

110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. (S.H.)

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

110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. (S.H, A.H)

110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. (A.H)

110.10(3) Facility requirements:

110.10(3)c Has a minimum of two direct exits to the outside from the main floor.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 1/1/2015

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-573-1640 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Jody Lehman with Child Care Resource and Referral at 515-573-0147.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC Professional Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>.

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).