



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

September 30, 2014

Brenda Young  
1602 15<sup>th</sup> St  
Eldora, IA 50627

Dear Child Care Provider,

This letter is in regards to the 9-26-2014 compliance check of your Level C, 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. **(gun hanging in basement stairway- Kids would pass by this on tornado drills/tornado's.)**
- 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. (she was checking it 2 times per year when she changes the batteries. She agreed to start testing monthly)
- 110.5(1)v The provider has written policies about responding to health-related emergencies. (agreed to complete)
- 110.5(1)x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal (lead paint in front porch, received some grant money and is having it fixed in 2 weeks)
- 110.5(2) A provider file is maintained and contains:
- 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:
- 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. **(Sloane, McKenna, Conner)**

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. **(Sloane, McKenna, Conner)**

110.5(8)c A signed medical consent from the parent authorizing emergency treatment. **(Sloane, McKenna- all kids)**

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. **(Conner, McKenna)**

110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. **(Hayden, Hailey, Halie)**

110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. **(Bently, Sloane, Natalie, Sophie, McKenna, Conner)**

110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. **(Hayden, Hailey, Halie)**

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. **(McKenna, Conner)**

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

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

110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute. (will start)

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: **November 10, 2014**

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 Zoe Wignall with Child Care Resource and Referral at 641-670-1532.

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).