



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 3, 2014

Lisa Knox
1213 W. Main Street
Marshalltown, IA. 50158

Dear Child Care Provider,

This letter is in regards to the February 7, 2014 compliance check of your Level A , 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.(Cleaniness of the home needs to be addressed. Dog feces was on the walk to the house the first time I came to your home. When I returned to your home at a later time to do your spot check the feces still had not been removed. Used dog pads where at the back door and in the basement in multiple areas).
- 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.(Please provide as you were unable to locate).
- 110.5(1)e All accessible electrical outlets are safely capped.(Please obtain).
- 110.5(1)e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc. (Cord was running in the door way from the television).
- 110.5(1)h Is kept free from litter, rubbish and flammable materials. (Please check on dog feces in front yard).
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (Needed).
- 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. (Needed).
- 110.5(1)o Smoking and the use of tobacco products is prohibited at all times in the home and vehicles used to transport children. Smoking and use of tobacco products prohibited in outdoor play area during hours of operation.

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. (No signs currently posted).

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.(Please provide for both dogs).

110.5(1)q All animal waste is immediately removed from the children's areas and properly disposed of. (Dog feces on front walkway to the door).

110.5(2) A provider file is maintained and contains: (You didn't provide-(Provider Files- for review. I have included a check list for what is required in provider files for infant toddler child file, school age child file, as well as what is required of your use with a substitute or assistant. You can only use approved substitutes or assistant to provide care for the children. If you plan to use your mother you must contact Child Care Registration in Des Moines at 1-866-448-4605. If she does not become your approved assistant or substitute and you continue to have her provide care to the children, you can be in jeopardy of losing your registration).

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.(Will need to obtain for Lisa, David and Sandra. Brayden was for Kaylin).

110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) (Due this year).

110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout 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. (Due).

110.5(2)b 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. (Not sure what she has).

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: (Needed for all children. Provider states she is in the process of updating all files so had none at this time).

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.(Needs).

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.(Needs)

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

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.(Needs).

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.(Needs)

110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.(Needs)

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.(Needs).

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.(Needs)

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

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

110.5(8)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.(Needs for all children).

110.5(9)d Is present at all times, except if emergencies occur or an absence is planned. (When I attempted spot check- Lisa was gone- she left her mother in charge of the children. States she does not use an assistant nor a substitute).

110.5(9)d If absence is planned, care is provided by a DHS-approved substitute. (When I attempted spot check-Lisa was gone- she left her mother in charge of the children. States she does not use an assistant nor a substitute).

- I have also included sample forms that you were not able to show me when I was at your home.
- I am requesting CCR contact you to assist you with completing these requirements.

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.

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: April 17, 2014

X _____
Signature Date

Please do not hesitate to contact me at DHS at **319-292-2360** if you have any questions regarding this letter.

Sincerely,

Patricia Smart
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 641-650-1532.

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://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

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