



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 2, 2014

Cassie Carlson
1209 Fremont Street
Marshalltown, IA. 50158

Dear Child Care Provider,

This letter is in regards to the March 19, 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. (Noticed washing powder container on the bathroom floor by the door)
- 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone. (Needed for two)
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.
- 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician. (Will be sending attachments with this form)
- 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 Certificates or training verification documentation for:
- 110.5(2)b Within the first three months of registration:
- 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)(Provider states that DHS has, we need this)
- 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. (States DHS has, we need this)
- 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.

110.5(4) The certificate of registration is displayed in a conspicuous place.

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 two, please)

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. (Needed for two)

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.(Needed for two, please)

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. (Needed for four, please)

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

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.(Needed for two)

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present. (At time of visit- no assistant was present)

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.

X 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. Child Care Resource and Referral will check your home for completion of your items out of compliance with the checklist. They can be reached at 319-233-0804

Special Note: Will be sending a list of notes/attachments for the provider along with this paperwork.

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: MAY 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 319-233-0804.

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).

Note To Provider:

110-4--You were previously cited for being over numbers at your spot check on 12/15/10, and notified in writing of it on 1/4/11. You were again over numbers at the spot check on 3/19/14.

110.5(1)—Liquid washing powder container was in bathroom on the floor by the door.

o. While this worker was upstairs viewing files, air freshner was being sprayed. This is a reminder that 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 are prohibited in outdoor play area during hours of operation.

p. On 3/19/14 you removed a 4 month old infant from a room that was still bundled in a car seat inside of a pink tent like structure and the door to the room was closed which inhibits your ability to supervise the infant. The infant appeared to have been sleeping in the infant seat.

On 3/20/14- at a return visit, 1 infant was asleep in a bouncy chair while another infant was still bundled and asleep in an infant car seat. You indicated that the infant in the infant car seat has a doctor statement that allows him to sleep in the infant car seat you began to look for the statement in the child's file and were unable to locate the doctor's statement. You were instructed by me numerous times to unbundle the infant and remove from the infant car seat. After repeated instructions to do so and when you were unable to locate the statement you then removed the infant (6 months old) from the car seat.

I have attached information related to "Guide to Safe Sleep". It is my recommendation that you also take training related to "safe sleep" practices.

110.9(1) -- You identified the ages of the children you were providing care for at: 4 month old, 9 month old, 18 month old, 3- 2 year olds, 3 year old, 4 year old, 5 year old and 9 year old. -- on 3/19/14.

At return visit on 3/20/14 - When questioned regarded the ages of some of the children you were not sure of the ages and when asked to produce the files 2 of them you didn't have files on.

On 3/20/14 you identified the ages of the children you were providing care for at: 4 months old, 6 months, old, 2 year old, 3 year old, 2 year old, 2 - 22 months old, 4 year old.

Include information in letter related to 110.9(1) – a, b, c