



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

March 3, 2014

Jessica & Michael Quick  
1314 W. Main Street  
Marshalltown, IA. 50158

Dear Child Care Provider,

This letter is in regards to the 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)a Has a non-pay working telephone. A cell phone cannot be the primary phone. ( 641-752-9294 is no longer working as your contact number- Please give us your contact number).
- 110.5(1)e All accessible electrical outlets are safely capped. ( Some outlets not capped or inaccessible).
- 110.5(1)e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.( Provider states they do not do a good job of doing every month. Suggest to pick one day a month and do monthly, suggested the same with battery check).
- 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. ( Child sleeping in baby swing, child(ren) sleeping in play pens).
- 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.( Please provide for Jessica, Michael, Caitlyn, Chloe and Triston).
- 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. ( Still needed for eight children)
- 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)

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

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

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](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).