



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 16, 2015

Renee Holland
213 Main Street
Elberon, Iowa 52225

Dear Child Care Provider,

This letter is in regards to the 9/14/15 compliance check of your Level _____, 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:

- 441 IAC 110.5(2)"b" (1) Certificates or training verification and record check documentation.

Within the first three months of registration :

Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. The provider shall maintain a valid certificate indicating the date of first-aid training and the expiration date

You need to have documentation/certificates for you completing CPR and Mandatory reporting in your file. You may need to complete these trainings again if unable to locate certificates.

- 441 IAC 110.5(8) Children's Files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

You need to set up a separate file for each child you have registered. You had some paperwork for each child all kept together in one location.

- 441 IAC 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.

You need identifying information for MT, MA, CA, C and PE.

- 441 IAC 110.5 (8) "b". Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child's regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency.

During this compliance visit, you shared that you had 3 children that you were not expecting to have. You had 7 children in your care. Three of those children were under 18 month. You did not seem to have control of the children and the environment was chaotic. For example, a preschooler fed a 5 month year old baby food. It appeared that the baby had had several spoonsful before it was noticed. Your daughter, Emily, is an approved assistant. You should have Emily assist on days like this or limit the number of children you have in your care.

Suggestions for Improvement:

You need to work with Child Care Resource and Referral to help get your children's files organized.

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.**

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home.

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: 11/5/15

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319-892-6803 if you have any questions regarding this letter.

Sincerely,

Cheryl Sytsma-Sellner
Social Worker II

Karen Andrew
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 Child Care Resource and Referral at 319-321-2725.