Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 13, 2014

Amanda Hoover
416 Ave F
Fort Dodge, IA 50501

Dear Child Care Provider,

This letter is in regards to the February 12, 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)a Numbers for police, fire, ambulance, poison information posted by phone.

☐110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone. Gave her the form that she will complete and put on the fridge.

☐110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters. Needs to move the paint cans and laundry piles away from the furnace.

☐110.5(1)g Safety barriers are at stairways and doors as needed. Safety gate needed for the stairway going upstairs.

☐110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. Gave her the form.

☐110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. Gave her the form.

☐110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Needs one in the kitchen replaced.

☐110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

☐110.5(2) A provider file is maintained and contains:

☐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. Gave her the new form.

☐110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) Took but didn't have a printer to print her form. She will retake, she now has a printer.

☐110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years. Has not taken any yet.

☐110.5(8) Children's Files-Has some files with some information. I gave her a check list for what is needed in each type of file (child-school age, child-infant and preschool and provider)

☐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.

☐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.

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

☐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.

☐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.

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

☐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.

☐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.

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

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

☐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.

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: March 28, 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,

Joni Duffy

Joni Duffy
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 Jami Carroll with Child Care Resource and Referral at 515-573-0029.

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).