



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 12/19/13

Marsha Wheeler
4226 Lincoln Swing St
Ames, IA 50014

Dear Marsha,

This letter is in regards to the 12/18/13 compliance check of your Category 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. (You need to post emergency and parent contact phone numbers somewhere near your phone. I suggest using the Phone Numbers sheet I shared with you.)
- 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.
- 110.5(1)e All accessible electrical outlets are safely capped. (You need to install plastic safety caps on any exposed electrical outlets.)
- 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. (You need to post an emergency/disaster plan next to your front and back door. This plan should include a map of your main level and clearly mark fire/tornado exits/locations.)
- 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. (You need to practice and record monthly fire/tornado drills. I suggest using the Emergency Drill Record sheet I shared with you.)

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. (You need to obtain copies of physician signed statements of health for yourself and all household members to be kept on file. These need to be renewed every two years.)

110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) (You need to obtain current certification of the two hour mandatory child abuse training to be kept on file.)

110.5(2)d An individual file is maintained for each substitute and contains: (You need to establish a file for substitutes Cynthia and Cliff.)

110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter. (Need physician signed statement of health for Cynthia and Cliff.)

110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. (Need for Cynthia and Cliff.)

110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. 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. (Need copy of certification in CPR/First Aid for Cynthia.)

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: (You need to have an active file for each child you watch. Each file should contain: identifying information on the child, parent contact information, list of who can pick up the children, signed emergency medical treatment authorization form, current immunization record, current physician signed statement of health, and permission to attend activities away from the childcare home.)

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

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 on or before 2/4/14.**

Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

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: 2/4/14.

X _____
Signature Date

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

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 1-800-722-7619.

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