



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

9/25/15

Charity Dynes  
2112 Willkes  
Davenport, IA 52804

Dear Child Care Provider,

This letter is in regards to the 9/24/15 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:

**FINDINGS:** *Identify FINDINGS in each area of non-compliance.*

441 IAC 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

***Items of non-compliance marked below.***

441 IAC 110.5(1)“a” The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child’s parent, for a responsible person who can be reached when the parent cannot, and for the child’s physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information

***Need to place a copy of emergency contact numbers in all vehicles used to transport children.***

***Vehicle used to transport children was at the shop. Will view vehicle copy of emergency contact numbers at the follow up visit.***

441 IAC 110.5(1)“b” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

***Need to place a child lock on the cabinet under the bathroom sink.***

441 IAC 110.5(1)“c” A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, antiseptic cleaning materials, disposable tweezers, and disposable plastic gloves.

***Vehicle used to transport children was at the shop. Will view vehicle first aid kit at the follow up visit.***

441 IAC 110.5(1)“e” Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous

***Need to cap all outlets. 1 missing downstairs.***

441 IAC 110.5(1)“h” A safe outdoor play area shall be maintained in good condition throughout the year. The play area shall be fenced off when located on a busy thoroughfare or near a hazard which may be injurious to a child, and shall have both sunshine and shade areas. The play area shall be kept free from litter, rubbish, and flammable materials and shall be free from contamination by drainage or ponding of sewage, household waste, or storm water.

***Need to remove hose from outdoor play area. Hose was out due to newly laid sod.***

441 IAC 110.5(1)“k” Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file

***Need to update form that documents fire and tornado drills are being practiced monthly. Last documented drill was in June 2015.***

441 IAC 110.5(1)“n” The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer’s recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes

***Move smoke detector at the bottom of the basement stairs to the top of the basement stairs. Need to update form that documents smoke detectors are being tested monthly. Last documented test was June 2015.***

441 IAC 110.5(1)“o” Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home’s hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children.

All signs shall include:

(1) The telephone number for reporting complaints, and

(2) The Internet address of the department of public health ([www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov))

***Vehicle used to transport children was at the shop. Will view vehicle no smoking sign at the follow up visit.***

441 IAC 110.5(2)“a” A physician’s examination report for the provider and all members of the household . Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

***Need physicals for Randy, Kenaedi, Cali, Caden & Cameron. All household physicals must be documented on required form 470-5152.***

441 IAC110.5(2)“c” An individual file is maintained for each staff assistant and contains:  
***Need file for Tenieka & Shyonda.***

**(2)** A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

***Need physicals for Tenieka & Shyonda. Assistant physicals must be documented on required form 470-5152.***

**(3)** 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 documentation for Tenieka & Shyonda that Mandatory Reporter of Child Abuse training has been completed. Mandatory Reporter training can be completed online at:  
<http://dhs.training-source.org>***

441 IAC 110.5(2)“d” An individual file is maintained for each substitute and contains:  
***Need file for Tenieka & Shyonda***

**(2)** A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

***Need physicals for Tenieka & Shyonda. Substitute physicals must be documented on required form 470-5152.***

**(3)** 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 documentation for Tenieka & Shyonda that Mandatory Reporter of Child Abuse training has been completed. Mandatory Reporter training can be completed online at:  
<http://dhs.training-source.org>***

**(4)** 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 documentation for Tenieka & Shyonda that CPR and First Aid training has been completed. DHS will email a copy of upcoming CPR and First Aid training dates.***

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:

**13 children enrolled. 13 files were reviewed.**

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.

**Need to update A.S., L.S., & J.R.**

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.

**Need for A.S., L.S., & J.R.**

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

**Need for J.R. Need update for J.S.**

441 IAC 110.5(8) "e". A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.

**Need for A.O., S.B., & J.S.**

441 IAC 110.5(8) "g". A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable.

**Need for J.R.**

441 IAC 110.5(8) "f". A list signed by the parent which names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.

**Need for J.R.**

441 IAC 110.5(8) "i". Written permission from the parent for the child to attend activities away from the child development home. The permission shall include:

- (1) Times of departure and arrival.
- (2) Destination.
- (3) Persons who will be responsible for the child

**Need for J.R. Need update for A.S. & L.S.**

**441 IAC 110.10(3) Facility requirements:**

441 IAC 110.10(3)“c” The home shall have a minimum of two direct exits to the outside from the main floor.

**(1)** If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.

**(2)** All exits shall terminate at grade level with permanent steps.

**(3)** A basement window may be used as an exit if the window can be opened from the inside without the use of tools and it provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. The bottom of the opening shall be not more than 44 inches above the floor, with permanent steps inside leading up to the window.

**(4)** Occupancy above the second floor shall not be permitted for child care  
***Children were upstairs upon arrival due to recent painting. Charity brought children downstairs and agreed to discontinue use of the upstairs for childcare.***

**Suggestions for Improvement:**

**N/A**

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 on or after **11/9/15**.

Please do not hesitate to contact me at DHS at 563-326-8215 if you have any questions regarding this letter.

Sincerely,

*Kathy Hwinker, SWII*

Social Worker II

***MACHELLE PEZLEN***

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 563-324-3239 X 1432 (Kathy Yoke).

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).